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ABSTRACT

This listing of federally produced curriculum and instructional materials for trade and industrial education is one of eight annotated bibliographies that provide information for vocational educators at the secondary, postsecondary, and adult levels. Introductory information given includes a description of how to use the listings and sources and ordering information. The remainder of the guide is comprised of citations of printed and audiovisual materials in subject areas such as appliance and business machine maintenance and repair, building and construction programs, communications electronics, custodial services, industrial hygiene and safety, lineworker, maritime programs, firefighting, law enforcement, transportation operation and maintenance, and meatcutting. Also included are sections containing general vocational education materials and career education materials. The basic format for each entry is comprised of three sections: (1) bibliographical information, listing the title, publication number, type of material, personal author, federal sponsor, publisher, publication date, number of pages, and the price: (2) a source code, which gives the federal organization from which the material can be ordered: and (3) an annotation or explanatory notes describing the use and intended users of the material. An order form is appended. (LRA)

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vocational instructional materials for

Trade and Industrial Education

available from federal agencies

Compiled by
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1980

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Office of Vocational and Adult Education
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The set of *Vocational Instructional Materials Available from Federal Agencies* includes the following volumes which can be purchased from the Government Printing Office:

Vocational Instructional Materials for Agriculture and Agribusiness Education

Vocational Instructional Materials for Business and Office Education

Vocational Instructional Materials for Vocational Home Economics Education

Vocational Instructional Materials for Marketing and Distributive Education

Vocational Instructional Materials for Allied Health Education

Vocational Instructional Materials for Technical Education

Vocational Instructional Materials for Trade and Industrial Education

Vocational Instructional Materials for Special Needs Groups—*Handicapped, Disadvantaged, Older Americans, Youth Employment, Displaced Homemakers*

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Carol L. Hill
Project Director
June 1980

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INTRODUCTION

Each year the Federal Government prepares and releases thousands of quality publications. Human Resources Management surveyed this vast resource to identify, review and annotate materials developed since 1975 which are suitable for use by vocational education teachers. These materials are cited in eight separate volumes which are listed on the inside cover of this booklet. In addition to the traditional vocational education program areas, efforts were made to locate and annotate materials for use with the handicapped, disadvantaged, older Americans, displaced homemakers, youth and clientele of CETA programs. Also, general references for vocational and career education are included in each booklet. While these listings are by no means exhaustive, the materials are representative of both print and nonprint materials which can be obtained free or for a nominal charge from federal organizations. Every attempt possible has been made to ensure that the organizational names are the latest and most accurate. However, materials from the former U.S. Department of Health, Education and Welfare (HEW) were developed and annotated prior to the recent division of the Department into the Department of Health and Human Resources and the new Department of Education. Thus, the old name HEW has been used.

[Since this bibliography was prepared, some items may have been discontinued or have price increases. You may wish to write the source for updated information before placing an order with payment.]

HOW TO USE THIS LISTING

Materials selected for inclusion in this booklet have been placed under the subject headings as given in the table of contents. The basic format used for each title entry is composed of three sections:

- **bibliographical information** listing the title, publication number, type of material, personal author, federal sponsor, publisher, publication date, number of pages, and the price
- **a source code** which gives the federal organization from which the material can be ordered and the appropriate stock or order number or letters
- **an annotation** or explanatory notes giving the use and intended users of the material

The same format has been used in citing both printed and audiovisual materials. In cases where a series has been cited, the title of the series and other information common to all its volumes are contained in the bibliographical information section. Following the source section, individual entries for each of the volumes are listed.

The examples below detail the various components of an individual entry and an entry for a series:

INDIVIDUAL ENTRY

BIBLIOGRAPHICAL INFORMATION	CLEAN WATER. Publication No. 39. Booklet. Elaine West. Environmental Protection Agency, Office of Public Awareness. Government Printing Office, 1977. 30pp. $2.00 ea.
SOURCE CODE	GPO S/N 000-002-012
ANNOTATION	This booklet is about the dairy products industry and water pollution. It discusses pollution control and what the industry must do to keep from polluting water.

TITLE · PUBLICATION NUMBER · TYPE OF MATERIAL · FEDERAL SPONSOR · PERSONAL AUTHOR · PUBLISHER · PRICE · PUBLICATION DATE · PAGINATION · ORDER NUMBER

SERIES ENTRY

BIBLIOGRAPHICAL INFORMATION	HOW INDUSTRY AFFECTS CLEAN WATER. Booklets. Environmental Protection Agency, Office of Public Awareness. Government Printing Office.
SOURCE CODE	Source: GPO
ANNOTATION	This series is composed of the following:
BIBLIOGRAPHICAL INFORMATION	RUBBER PROCESSING INDUSTRY. Publication No. 30. 1975. 20pp. $0.80 ea. S/N 000-003-010.
	BEET SUGAR PROCESSING INDUSTRY. Publication No. 31. 1976. 26pp. $1.10 ea. S/N 000-003-011.
	THE DAIRY PRODUCTS INDUSTRY. Publication No. 32. 1977. 24pp. $0.90 ea. S/N 000-003-012.

TITLE · TYPE OF MATERIAL · FEDERAL SPONSOR · PUBLISHER · SOURCE · PRICE · PUBLICATION DATE · ORDER NUMBER · PUBLICATION NUMBER · PAGINATION

ABBREVIATIONS USED IN THIS LISTING

approx.	approximately	**B&W**	black and white
BR	braille	**cm**	centimeter
col.	color	**comp.**	compiler
ea.	each	**ed.**	editor
et al.	and others	**ill.**	illustrated
in.	inch(es)	**IPS**	inches per second
min.	minute(s)	**MM**	millimeter
mono	monaural	**No.**	number
Opt. Sd.	optical sound	**RC**	recorded cassette
RD	recorded disc	**RM**	recorded master
RPM	revolutions per minute	**Rev.**	revised
S	side(s)	**S/N**	(GPO) stock number
V.	volume		

SOURCE AND ORDERING INFORMATION

The names and addresses of the sources from which materials described in this volume can be ordered are listed below. In addition, ordering information and brief descriptions of some of these sources are included. Requests for materials or information should be directed to the specific offices as indicated. Since the source of the material is not always the same as the federal sponsor, it is important that the information on the "source code" line be used for ordering. Most offices will accept checks or money orders but not currency. Sources vary as to which charge cards are acceptable, discount rates, arrangements for deposit accounts, order forms and guidelines, special mail handling requirements, and availability of materials on microfiche or computer magnetic tapes. Write individual sources for details. Since many of these materials can be ordered from either the Government Printing Office or the National Audiovisual Center (Government Services Administration), order blanks for these two sources can be found at the back of the booklet. Please note that prices are subject to change. Most materials may be delivered sooner, but allow 30 to 60 days for delivery.

ORDERING SOURCES

ACTION **Action/Peace Corps**
Information Collection and Exchange
806 Connecticut Ave., N.W.
Washington, D.C. 20525

Action's Information Collection and Exchange makes available technical publications on training, programming and appropriate technology developed by Peace Corps volunteers. Training guides, curricula, lesson plans, manuals, and other materials developed in the field are collected and reviewed. Listings of publications are available on request.

CERN **Consumer Education Resource Network**
1500 Wilson Blvd.
Suite 800
Rosslyn, VA 22209

The Consumer Education Resource Network provides reference and referral services to all consumer educators. Services include publications such as ConCERNs, a monthly publication, training, and technical assistance. Requests may be made in person, by mail, or via the toll-free telephone line: 800-366-0223.

CFTC **U.S. Commodity Futures Trading Commission**
2033 K Street, N.W.
Washington, D.C. 20581

CPSC **U.S. Consumer Product Safety Commission**
Office of Communications
111 18th St., N.W.
Washington, D.C. 20207

Publications and films on product safety are available on request.

CRC **U.S. Commission on Civil Rights**
1121 Vermont Ave., N.W.
Washington, D.C. 20425

In addition to advancing the cause of equal opportunity, it serves as a national clearinghouse for civil rights information. Commission publications are made available on request from the Publications Management Division; a catalog of publications is also available upon request.

DOC/NBS **U.S. Department of Commerce**
National Bureau of Standards
Office of Technical Publications
Washington, D.C. 20234

The Department of Commerce's National Bureau of Standards develops measurement standards and techniques that affect science, industry, and commerce, and facilitates their effective application for the public good. For information on publications contact the Office of Technical Publications; films are available on free loan to scientific and professional organizations, educational institutions, and nonprofit community groups from:

Modern Talking Picture Service
5000 Park Street N.
St. Petersburg, FL 33709

DOC/OC **U.S. Department of Commerce**
Office of Communications
Washington, D.C. 20230

DOE/IIR **U.S. Department of Energy**
Office of Intergovernmental and Institutional Relations
Washington, D.C. 20585

This office performs outreach and consumer affairs coordination functions. It maintains and oversees Department of Energy relations with Congress, the news media, States, private institutions and consumer interests.

DOE/PA **U.S. Department of Energy**
Office of Public Affairs
1000 Independence Ave., S.W.
Washington, D.C. 20585

DOE/RA **U.S. Department of Energy**
Office of Resource Applications
RA-324
Room 3518, Federal Building,
MS 3344
Washington, D.C. 20461

This office is responsible for developing, managing, and directing policies and programs to increase domestic energy supplies.

DOE/TIC **U.S. Department of Energy**
Technical Information Center
P.O. Box 62
Oak Ridge, TN 37830

Orders for complete sets or bulk quantities of individual titles are only available to teachers, librarians, and energy information centers and should be submitted on official letterhead stationery.

Individuals may request up to five titles.

For information on printing negatives, write to:

U.S. Department of Energy
Division of Editorial Services
Washington, D.C. 20585

DOI/PA **U.S. Department of the Interior**
Office of Public Affairs
Washington, D.C. 20240

DOJ/LEAA **U.S. Department of Justice**
Law Enforcement Assistance Administration
633 Indiana Ave., N.W.
Washington, D.C. 20531

LEAA serves as a national and international clearinghouse for the exchange of criminal justice information through the National Criminal Justice Reference Service.

DOJ/PI **U.S. Department of Justice**
Office of Public Information
Constitution Ave. & 10th Street, N.W.
Washington, D.C. 20530

DOL/BLS **U.S. Department of Labor**
Bureau of Labor Statistics
Information Office—Rm. 1539
441 G Street, N.W.
Washington, D.C. 20212

The Bureau of Labor Statistics collects and analyzes data on areas such as manpower and labor requirements, employment, labor force, wages, labor-management relations, occupational safety and health. The information is issued in monthly press releases, in special publications, and in its official journal. There are BLS regional offices throughout the country which also issue additional reports.

Publications are available both free and for sale.

DOL/ETA **U.S. Department of Labor**
Employment and Training Administration
Rm. 10225
601 D Street, N.W.
Washington, D.C. 20213

The Department of Labor's Employment and Training Administration publishes booklets, pamphlets, and reports on apprenticeship programs, work experience, unemployment insurance, occupational analyses, and research results. Consumer fact sheets on ETA's major programs and other periodicals are also available. Single copies of most publications are available free of charge.

DOL/IPR **U.S. Department of Labor**
Office of Information, Publications, and Reports
Room S1032
200 Constitution Avenue, N.W.
Washington, D.C. 20210

DOL/WB **U.S. Department of Labor**
Women's Bureau
200 Constitution Avenue, N.W.
Washington, D.C. 20210

Formulates standards and policies to promote the welfare of working women and improve their working conditions and investigates and reports on such matters. The Women's Bureau has 10 regional offices throughout the U.S. Single copies of publications are free of charge.

DOT/FAA **U.S. Department of Transportation**
Federal Aviation Administration
Office of Public Affairs
Public Information Center-APA-430
800 Independence Avenue, S.W.
Washington, D.C. 20591

The Department of Transportation's Federal Aviation Administration regulates air commerce, fosters aviation safety, and promotes civil aviation and a national system of airports. For additional information contact the Office of Public Affairs; Free FAA publications are available from:

U.S. Department of Transportation
Publications Section-M-443.1
Washington, D.C. 20590

DOT/FHA **U.S. Department of Transportation**
Federal Highway Administration
400 7th Street, S.W.
Washington, D.C. 20590

The Department of Transportation's Federal Administration administers the Federal-aid highway program of financial assistance, and highway safety and beautification programs. It also develops and administers training programs, fellowship programs in highway safety transportation research and education and a highway technician scholarship program.

DOT/NHTSA **U.S. Department of Transportation**
National Highway Traffic Safety Administration
400 7th Street, S.W.
Washington, D.C. 20590

The National Highway Traffic Safety Administration maintains and collects scientific and technical information on motor vehicle safety. It serves as a documentary reference point for Federal, State and local agencies, industry, educational organizations, and the public.

DOT/PCA **U.S. Department of Transportation**
Office of Public and Consumer Affairs
700 7th Street, S.W.
Washington, D.C. 20590

DOT/TSC **U.S. Department of Transportation**
Transportation Systems Center
Office of Technology Sharing
Kendall Square, Code 151
Cambridge, MA 02142

Among its other activities, the Center collects and disseminates transportation information and statistics to regional, State and local organizations and consumers.

DOT/UMTA **U.S. Department of Transportation**
Urban Mass Transportation Administration
Office of Policy and Program Development
400 7th Street, S.W.
Washington, D.C. 20590

The Department of Transportation's Urban Mass Transportation Administration assists in the development of improved mass transportation systems; it maintains 10 field offices throughout the U.S.

DT/PA **U.S. Department of the Treasury**
Office of Public Affairs
Room 2324
Washington, D.C. 20220

EPA/PA **U.S. Environmental Protection Agency**
Office of Public Awareness
401 M Street, S.W.
Washington, D.C. 20460

This office develops and maintains information and public awareness programs. Inquiries for information on films, publications and speakers can be directed to this office.

EPA/PIC **U.S. Environmental Protection Agency**
Public Information Center
401 M Street, S.W.
Washington, D.C. 20460

The Public Information Center provides information about EPA's programs and makes available EPA publications.

ERIC **U.S. National Institute of Education**
Educational Resources Information Center
1220 19th Street, N.W.
Washington, D.C. 20208

ERIC is a national information system sponsored by the National Institute of Education. It disseminates education research results, practitioner-related materials and other resource information.

FMC **U.S. Federal Maritime Commission**
1100 L Street, N.W.
Washington, D.C. 20573

FTC **U.S. Federal Trade Commission**
Office of Public Information
Pennsylvania Avenue at Sixth Street, N.W.
Washington, D.C. 20580

A free list of publications is available on request.

GPO **U.S. Government Printing Office**
Superintendent of Documents
Washington, D.C. 20402

In addition to being the Federal government's printer and bookbinder it sells government publications and prepares catalogs. It sells over 25,000 various publications. A free information brochure *Consumer Guide to Federal Publications* provides a description of the services provided by GPO which maintains bookstores in 20 cities.

GSA/CIC **U.S. General Services Administration**
Consumer Information Center
Pueblo, CO 81009

By encouraging Federal agencies to develop and release useful consumer information the Consumer Information Center attempts to increase public awareness of this information. It issues a quarterly publication and distributes it free of charge.

GSA/FIC **U.S. General Services Administration**
Federal Information Center

Federal Information Centers, clearinghouses of information about the Federal Government are maintained in 38 major metropolitain areas. Information requests can be made by letter, telephone, or in person. For a list of Federal Information Centers, write to:

U.S. General Services Administration
Office of Public Affairs
Washington, D.C. 20405

GSA/NAC **U.S. General Services Administration**
National Audiovisual Center
Washington, D.C. 20409

The General Services Administration's National Audiovisual Center is the central clearinghouse for all Federal audiovisual materials. They are available for public use through information and distribution services:

Sales: Motion pictures, video formats, slide sets, audiotapes, and multimedia kits are available for purchase. Conversion to other media formats can be made.

Rental: Only 16mm motion pictures are available for rent.

Loan Referrals: Free loan distribution of 16mm motion pictures is available to the public from regional Federal agency offices. The Center refers users to closest loan distributor.

For purchase or rental of materials, contact the *Order Section/RI*; include title and title number of material and make checks payable to National Archives Trust Fund (NAC). To be billed, an official purchase order or letter on official lette head is required.

For information on other services contact the *Reference Section RL*.

HEW/HDS **U.S. Department of Health, Education, and Welfare**
Office of Human Development Services
Washington, D.C. 20201

This office administers social and rehabilitation services and human development programs oriented towards special populations—the elderly, low-income children, metally and physically handicapped.

HEW/HRA **U.S. Department of Health, Education, and Welfare**
Health Resources Administration
Office of Communications
3700 East-West Highway
Hyattsville, MD 20782

As part of HEW's Public Health Service, HRA identifies health care resource problems, and maintains the distribution of these resources to improve the health care system.

Single copies of most publications are available, free of charge:

H.R.A.
Office of Communications
3700 East-West Highway
Hyattsville, MD 20782

HEW/NIE **U.S. Department of Health, Education, and Welfare**
National Institute of Education
Office of Public Information
1200 19th Street, N.W.
Washington, D.C. 20208

HEW/OE **U.S. Department of Health, Education, and Welfare**
Office of Education
Education Information Center
Washington, D.C. 20202

Single copies available free while supply lasts.

HEW/PHS **U.S. Department of Health, Education, and Welfare**
Public Health Service
Office of Public Affairs
200 Independence Ave., S.W.
Washington, D.C. 20201

Inquiries about films and publications should be sent to the above address.

HUD/PIC **U.S. Department of Housing and Urban Development**
Public Information Center
451 7th Street, S.W.
Washington, D.C. 20410

LC/NLSBPH **Library of Congress**
National Library Service for the Blind and Physically Handicapped
Reference Section
1291 Taylor Street, N.W.
Washington, D.C. 20542

The NLS is a free national library program of braille and recorded materials for blind and physically handicapped persons. Reading materials are distributed to cooperating regional and local libraries which circulate them to eligible borrowers. These materials are sent to borrowers and returned to libraries by postage-free mail. In addition to its book and magazine collection, the following services are also offered:

- special equipment—playback equipment is loaned free to readers
- music services—music materials are available from the Music Section
- volunteer services—free correspondence course leading to braille transcribing certification and proofreading are available
- information services—questions in reference to blindness and physical handicaps are answered.

LC/NRC **Library of Congress**
National Referral Center
Washington, D.C. 20540

The Library of Congress' National Referral Center is a free referral service which directs those with questions to resources which have the information. The referral service uses a subject-indexed, computerized file of 13,000 organizations of information resources including not only traditional information sources, but also such sources as professional associations and grass roots citizens' organizations. Requests for referral services may be made by letter, telephone (202-287-5670, Reference Section), or in person.

NASA **National Aeronautics and Space Administration**
400 Maryland Ave., S.W.
Washington, D.C. 20546

NASA conducts research on space technology, flight, and exploration within and outside the earth's atmosphere. Services include speakers, films, and exhibits. Publications include *NASA Directory of Services for the Public, NASA Film List,* and *NASA Educational Publications List.* For further information, contact the NASA Headquarters Information Center, Washington, D.C. 20546.

NCRVE **National Center for Research in Vocational Education**
The Ohio State University
1960 Kenny Road
Columbus, OH 43210

The National Center for Research in Vocational Education's purpose is to increase the ability of institutions to solve educational problems relating to individual career planning and preparation. Under a contract with the U.S. Office of Education's Bureau of Occupational and Adult Education, it serves as a clearinghouse. For additional information on the Center's services, programs and projects, write to the *Program Information Office*; for information on products or publications, write to the *Publications Office.*

NSF **National Science Foundation**
1800 G Street, N.W.
Washington, D.C. 20550

The National Science Foundation initiates and supports research and education activities in all scientific disciplines. Major national and international science programs include the U.S. Antarctic Program and the International Decade of Ocean Exploration. To learn about the Foundation's information and publication dissemination activities, write either the Publications Unit, or the Public Information Branch.

NTIS **U.S. Department of Commerce**
National Technical Information Service
5285 Port Royal Road
Springfield, VA 22161

NTIS is the Federal government's central point for the sale of government funded research and development reports. The following services are available:

- NTI Search-on-line computer search service locates abstracts on 650,000 research reports; copies of reports are sold in paper or microfiche.
- NTIS Bibliographic Data File (on magnetic tape) of published and unpublished abstracts is available for lease.

OPM **U.S. Office of Personnel Management**
Distribution Unit
Room B-431
7900 E Street, N.W.
Washington, D.C. 20415

The Office of Personnel Management (OPM), formerly the Civil Service Commission, administers the Federal employment merit system. OPM makes available career guidance films and other audiovisuals and publications addressed to various audiences. It maintains ten regional offices throughout the U.S. Employment information is available through OPM's Job Information Centers.

PCEH **President's Committee on Employment of the Handicapped**
1111 20th Street, N.W.
Washington, D.C. 20210

SBA **U.S. Small Business Administration**
Office of Public Information
1441 L Street, N.W.
Washington, D.C. 20416

TVA **Tennessee Valley Authority**
Office of Public Information
400 Commerce Avenue
Knoxville, TN 37902

The TVA is a Government-owned corporation that conducts a resource development program for economic growth in the Tennessee Valley region. Information on environmental education and agriculture and on publications and films is available.

USDA/OC **U.S. Department of Agriculture**
Office of Communications
Washington, D.C. 20250

Free publications are available from this office.

USDA/ES **U.S. Department of Agriculture**
Extension Service

Four USDA agencies—Agricultural Research Service (ARS), Cooperative State Research Service (CSRS), Extension Service (ES), and the National Agricultural Library (NAL)—have been merged to form the new Science and Education Administration.

Requests for publications should be sent to:

U.S. Department of Agriculture
Science and Education Administration
Publication Requests and Distribution
Information Staff
Washington, D.C. 20250

USDA/FNIERC **U.S. Department of Agriculture**
The Food and Nutrition Information and Education Resources Center
National Agricultural Library
Room 304
Beltsville, MD 20705
Tel.: 301-344-3719

The Food and Nutrition Information and Education Resources Center is a part of the Department of Agriculture Science and Education Administration. It serves as an information center for groups and individuals interested in human nutrition, food service management, and food technology by providing the following services:

- acquires and lends books and audiovisuals
- provides photocopies of journal articles
- provides specific answers to questions on food and nutrition
- provides comprehensive reference services including computer searches.

The collection of materials ranges from children's materials to more sophisticated professional information. Information requests are received by telephone and mail; personal visits are also welcomed.

USDA/GPA **U.S. Department of Agriculture**
Office of Governmental and Public Affairs
Publications Division
Washington, D.C. 20250

Single copies of most publications are available free; request a free copy of List 5 of current available publications and prices.

USDA/SEA **U.S. Department of Agriculture**
Science and Education Administration
Publication Requests and Distribution
Information Staff
Washington, D.C. 20240

The former Agricultural Research Service (ARS), Cooperative State Research Service (CSRS), Extension Service (ES), and the National Agricultural Library (NAL) have been merged to form the SEA, which maintains four regional offices throughout the U.S.

USPS **U.S. Postal Service**
Office of Public Communications
475 L'Enfant Plaza West, S.W.
Washington, D.C. 20260

Publications, films, and speakers are available on request.

TRADE AND INDUSTRIAL EDUCATION

GENERAL REFERENCES

EXPLORING MANUFACTURING OCCUPATIONS. Guidebooks. Department of Health, Education, and Welfare, Office of Education. 1977.

Source: GPO

The following titles are available:

Instructor's Guide. 158pp. $2.30 ea. S/N 017-080-01658-3. Contains course design and development techniques which allow the teacher and students to design an individualized course of instruction; aids secondary school students in exploring careers in the manufacturing field.

Student's Manual. 104pp. ill. $1.75 ea. S/N 017-080-01657-5. Aids secondary school students in exploring careers in the manufacturing field.

PUBLIC SERVICE OCCUPATIONS. Guidebooks. Department of Health, Education, and Welfare, Office of Education. 1975.

Source: GPO

A series of six curriculum guides in public service occupations are available:

Administering Public Service Occupations, An Implementation Guide. 176pp. $2.95 ea. S/N 017-080-01447-5.

Exploration Of Public Service Occupations, An Implementation Guide. 296pp. $3.70 ea. S/N 017-080-01432-7.

Preparing For Public Service Occupations, Common Core, Curriculum Guide. 214pp. $2.90 ea. S/N 017-080-01433-5.

Preparing For Public Service Occupations, Educational Service, Curriculum Guide. 172pp. $3.05 ea. S/N 017-080-01435-1.

Preparing For Public Service Occupations, Law Enforcement Services, Curriculum Guide. 134pp. $2.10 ea. S/N 017-080-01436-0.

Preparing For Public Service Occupations, Social Services, Curriculum Guide. 40pp. $2.20 ea. S/N 017-080-01434-3.

TWO STUDIES ON THE ROLE OF BUSINESS AND INDUSTRY AND LABOR PARTICIPATION IN CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1977. 120pp. $2.75 ea.

Source: GPO S/N 017-080-01737-7

JOB QUALIFICATION SYSTEM FOR TRADES AND LABOR OCCUPATIONS, HANDBOOK X-118c, 1978. Office of Personnel Management. 1978. 75pp. $2.50 ea.

Source: GPO S/N 006-000-01072-5

Tells how to identify the basic skills, knowledges and abilities needed to be able to work in federal trades and labor jobs and how to determine the extent to which applicant's qualifications match the job requirements. Looseleaf for updating.

INCREASING JOB OPTIONS FOR WOMEN. 101 min., 2 x 2 Slides, Audiocassette, Col. 1976. Sale $26.25

Source: GSA/NAC Title No. 007846/RB

Shows women working in a variety of non-traditional jobs, such as professional, technical, administrative, and managerial workers, in the skilled trades, and as repairers and machine operators. Encourages women to consider non-traditional occupations because they usually pay better than traditional women's jobs. Reviews Equal Employment Opportunity Officer Regulations against Sex Discrimination in Employment and Office of Contractor Compliance Requirements for Affirmative Action. 74 slides. 1 Audiocassette. 2-Track Mono. With audible advance signals. Script included.

WHY NOT A WOMAN? 26 min., 16 MM Film, Opt. Sd., Col. 1977. Sale $150.75

Source: GSA/NAC Title No. 010571/RB

Shows women working successfully in non-traditional jobs like welders, carpenters, and mechanics. Explores the attitudes of their male co- workers, supervisors, personnel managers, and teachers. Demonstrates the wide range of job options and training available to girls and women. Presents audiences with a realistic and entertaining argument against the long standing myths about women and work. Attempts to direct audiences to reassess their deep-seated attitudes about working women.

YOU IN PUBLIC SERVICE - A SERIES. 9 16MM Films, Opt. Sd. 1977. Rental $100.00 Sale $1,483.25

Source: GSA/NAC

Attempts to capture the imagination and promote interest in public service careers. Explains what public service is, the types of public service jobs, and how to obtain them. Also discusses different skills needed and practical tips for self-improvement.

Applying for a Public Service Job. 28 min.
Basic Record Keeping. 28 min.
Basic Report Writing. 28 min.
Good Grooming. 28 min.
Interviewing Skills. 28 min.
Oral Communication. 28 min.
Person-to-Person Relationships. 28 min.
Techniques of Decision Making. 28 min.
Written Communication. 28 min.

HAZARD RECOGNITION - A SERIES. 5 2 x 2 Slide Sets, Audiocassette, 1977. Sale $130.00

Source: GSA/NAC Title No. 007519/RR

Shows the potential dangers associated with common situations present in many work locations: ladders, scaffolds,

trenches, and walking and working surfaces. The following are available:

Ladders 9 min.
Scaffolds 14 min.
Trenching 20 min.
Ventilation 37 min.
Walking and Working Surfaces 14 min.

A REFERENCE LIST OF AUDIOVISUAL MATERIALS PRODUCED BY THE UNITED STATES GOVERNMENT, 1978. Catalog. General Services Administration, National Audiovisual Center. Government Printing Office. 1978. 398pp.

Source: GPO S/N 052-003-00497-6. Also available from GSA/NAC.

List includes subject and title sections, rental and purchase policies, and a price list.

BIBLIOGRAPHY OF SECONDARY MATERIALS FOR TEACHING HANDICAPPED STUDENTS. President's Committee on Employment of the Handicapped. 1979. Approx. 30pp.

Source: PCEH

Contains titles of materials dealing with the delivery of special educations, vocational educations, and industrial arts services to the handicapped.

NATIONAL BUREAU OF STANDARDS: A NATIONAL RESOURCE FOR SCIENCE AND TECHNOLOGY, FISCAL YEAR 1978. Annual Report. Department of Commerce, National Bureau of Standards. Government Printing Office. 1979. 84pp.

Source: GPO S/N 003-003-02093-1

This report describes technical activities at the Bureau. The examples provided are intended to emphasize the importance and breadth of NBS work to the varied readers such as trade associations, and the general, trade, and technical news media.

EXECUTIVE DEVELOPMENT AND TRAINING ISSUES - GOVERNMENT AND INDUSTRY-- A SERIES. 3-3/4 in. Videocassettes. 1976. Sale $281.50

Source: GSA/NAC Title No. 008938/PF

Presents discussions carried on by representatives from the U.S. Civil Service Commission, The Social Security Administration, and Martin Marietta Corporation. Discusses executive development, training programs, and mobility. Audience: Executives and The Industrial Community. Leader's Guide included. Other Format Or Version 3 1/2 in. Videotapes. 1976. Sale $354.50. Title No. 008968/PF.

EXECUTIVE DEVELOPMENT AND TRAINING ISSUES GOVERNMENT AND INDUSTRY, PT. 1, STRUCTURED VERSUS UNSTRUCTURED APPROACHES. 20 min., 1/2 in. Videotape, Col. 1976. Sale $117.00

Source: GSA/NAC Title No. 008941/PF

Presents officials from the U.S. Civil Service Commission, The Social Security Administration, and The Martin Marietta Corporation discussing formal and informal approaches to executive development, using examples from the public and private sectors. Emphasizes that executive development is essential and should be consciously planned by organizations. Mobility is also discussed along with alternatives to mobility. Leader's Guide included. From the Executive Development and Training Issues - Government and Industry Series. Other Format(s) Version(s): 20 min. 3/4 in. Videocassette, Col. 1976. Sale $101.00. Title No. 008857/PF. Leader's Guide included.

Source: GPO

The following bulletins are available:

Pulp, Paper, And Paperboard Mills, Summer 1977. Bulletin 2008. 1979. 82pp. $2.75 ea. S/N 029-001-02268-9.

Contract Cleaning Services, July 1977. Bulletin 2090. 1978. 61pp. S/N 029-001-02260-3.

Pressed or Blown Glass And Glassware, May 1975. Bulletin 1923. 1976. 40pp. $1.05 ea. S/N 029-001-01934-3.

UNION WAGES AND HOURS: LOCAL TRUCK-DRIVERS AND HELPERS, JULY 1, 1977. Bulletin 2015. Department of Labor, Bureau of Labor Statistics. 1979. 108pp. $3.00 ea.

Source: GPO S/N 029-001-02285-9

The Bureau of Labor Statistics conducts surveys of wage rates and straight-time hours of work in selected cities of 100,000 inhabitants or more for specified crafts or jobs as provided in labor-management agreements. They are done annually in the construction and local transit industries and biennially for printing trades, local trucking, and grocery stores. Wage rates and hours presented in this report are those in effect the first workday in July, as reported to the Bureau by the appropriate local labor organizations in each city included in the survey.

ANNUAL EARNINGS AND EMPLOYMENT PATTERNS OF PRIVATE NONAGRICULTURAL EMPLOYEES, 1973-75. Bulletin 2031. Department of Labor, Bureau of Labor Statistics. 1979. 383pp. $7.50 ea.

Source: GPO S/N 029-001-02386-3

This bulletin presents statistics on annual earnings and employment in the United States in 1973, 1974, and 1975. The Bureau of Labor Statistics developed the data from a 1% random sample of records of the Social Security Administration and the Railroad Retirement Board. The data provide a more accurate picture of annual earnings and employment patterns by industry than is available from any other source. The data are the last available from the Social Security Administration and provide historical continuity with the other published data in the series.

EQUAL OPPORTUNITY IN APPRENTICESHIP: A GUIDE FOR PROGRAM SPONSORS. Pamphlet. Department of Labor, Employment and Training Administration. 1979. 8pp.

Source: DOL/ETA

Provides a brief explanation of the Department of Labor's equal employment opportunity regulations and exactly what they require. It also lists some activities supported by the Department that can help program sponsors reach their affirmative action goals.

EXPLORING CAREERS. Handbook. Department of Labor, Bureau of Labor Statistics. 1979. 550pp. $10.00 ea.

Source: GPO S/N 029-001-02224-7. Also available from DOL/BLS.

A career education resource designed and written for junior high students; older students will find this book useful also. It can be used in classrooms, career resource centers and youth programs and is packaged to facilitate either group or individual use. Titles of individual chapters are: The World of Work and You, Industrial Production Occupations;

Office Occupations; Service Occupations; Education Occupations; Sales Occupations; Construction Occupations; Transportation Occupations; Scientific and Technical Occupations; Mechanics and Repairers; Health Occupations; Social Scientists; Social Service Occupations; Performing Arts, Design and Communications Occupations; Agriculture, Forestry, and Fishery Occupations. *Exploring Careers* can be purchased as: A single volume, $10.00 ea.; 15 separate booklets, one for each chapter, $2.00 ea.; a set of 15 booklets, $12.00 set, S/N 029-001-02225-5.

NATIONAL APPRENTICESHIP AND TRAINING STANDARDS. Booklet. Department of Labor, Employment and Training Administration. 1978.

Source: DOL/ETA

This is a series of booklets on standards for the following occupations: auto body repair and painting, automotive machinist, bricklaying, glaziers and glassworkers, lathing, operating engineers, plumbing and steamfitting/pipefitting, truck body and trailer mechanic, and vending machine mechanics. Standards for the Graphic Arts International Union, the American Public Works Association, and the United Auto Workers are also available.

APPLIANCE AND BUSINESS MACHINE MAINTENANCE AND REPAIR

MOTOR VEHICLE AND MACHINERY REPAIRS. Pamphlet. Department of Labor, Bureau of Labor Statistics. 1979. 22pp. ill. $0.50 ea.

Source: GPO S/N 029-001-02091-1

BUILDING AND CONSTRUCTION PROGRAMS

LOW COST WOOD HOMES FOR RURAL AMERICA - CONSTRUCTION MANUAL, AGRICULTURAL HANDBOOK NO. 364. Guidebook. L.O. Anderson. Department of Agriculture, Forest Service. 1969. Revised 1979. 112pp. $4.00 ea.

Source: GPO S/N 001-000-04021-9

This manual provides step-by-step information on every phase of house construction.

CAREERS IN CONSTRUCTION: ARTICULATION GUIDE. Pamphlet. Department of Health, Education, and Welfare, Office of Education. 1975. 5pp. $0.35 ea.

Source: GPO S/N 017-080-01417-3

A manual for a secondary school level course for students interested in careers in the construction industry.

TRAINING AND ENTRY INTO UNION CONSTRUCTION. Department of Labor. 1975. 220pp. $2.80 ea.

Source: GPO S/N 029-000-00239-8

ENVIRONMENTAL GUIDEBOOK FOR CONSTRUCTION. Guidebook. Department of the Interior, Bureau Reclamation. 1976. 61pp. ill. $1.00 ea.

Source: GPO S/N 024-003-00090-6

This guidebook is designed to help people in the construction industry understand how their work relates to the environment. It gives ideas and suggestions about good environmental practices that can be applied while performing everyday construction duties.

SOLAR MARKET: PROCEEDINGS OF THE SYMPOSIUM ON COMPETITION IN THE SOLAR ENERGY INDUSTRY. Federal Trade Commission. 1978. 299pp. ill. $5.25 ea.

Source: GPO S/N 018-000-00216-7

PLUMBING FOR THE HOME AND FARMSTEAD. Pamphlet. Government Printing Office. 1976. 20pp. ill. $0.35 ea.

Source: GPO S/N 001-000-03334-4

ROOFING FARM BUILDINGS. Department of Agriculture. 1978. 28pp. ill. $1.20 ea.

Source: GPO S/N 001-000-03785-4

SIMPLE PLUMBING REPAIRS FOR HOME AND FARMSTEAD. Department of Agriculture. 1972. Revised 1978. 14pp. ill. $0.50 ea.

Source: GPO S/N 001-000-02684-4

USE OF CONCRETE ON THE FARM. Department of Agriculture. 1975. 25pp. ill. $0.45 ea.

Source: GPO S/N 001-000-03502-9

Tells how to construct pavements, steps, walks, bridges, retaining walls, and other farm structures.

SOLAR ENERGY SCHOOL HEATING AUGMENTATION EXPERIMENT, DESIGN, CONSTRUCTION, AND INITIAL OPERATION. National Science Foundation. 1975. 80pp. ill. $1.45 ea.

Source: NSF

ACCESS TO THE BUILT ENVIRONMENT: A REVIEW OF LITERATURE. Department of Housing and Urban Development. 1979. 150pp. ill. $4.75 ea.

Source: GPO S/N 023-000-00516-6

This report is a review of access as a civil right, codes and standards, demographic factors, human factors, research, problem identification, and the psychological impact of inaccessibility.

ACCESSIBILITY ASSISTANCE: A DIRECTORY OF CONSULTANTS ON ENVIRONMENTS FOR HANDICAPPED PEOPLE. Consumer Services Administration. 1978. 202pp. $3.25 ea.

Source: GPO S/N 059-000-00056-0

This publication lists consultants concerned with the design needs of handicapped people.

ACCESSIBLE BUILDINGS FOR PEOPLE WITH WALKING AND REACHING LIMITATIONS. Department of Housing and Urban Development. 1979. 169pp. ill. $4.75 ea.

Source: GPO S/N 023-000-00509-3

ADAPTABLE DWELLINGS. Department of Housing and Urban Development. 1979. 38pp. ill. $2.00 ea.

Source: GPO S/N 023-000-00513-1

This report is a position paper on an approach to accessible housing.

ARCHITECTURAL BARRIERS REMOVAL: INFORMATION RESOURCES, FUNDING GUIDE, PUBLICATIONS AVAILABLE FROM FEDERAL SOURCES. Department of Health, Education, and Welfare, Office of Human Development Services. Printing Office. 1979. 41pp. $2.25 ea.

Source: GPO S/N 017-090-00046-1

BARRIER FREE SITE DESIGN. Department of Housing and Urban Development. 1975. Reprinted 1977. 82pp. ill. $4.00 ea.

Source: GPO S/N 023-000-00291-4

This publication provides designs and criteria to be considered when planning for the construction of outdoor recreational facilities for the handicapped.

BUILT ENVIRONMENT FOR THE ELDERLY AND THE HANDICAPPED: A SELECTED BIBLIOGRAPHY. Department of Housing, and Urban Development. 1979. 72pp. $3.50 ea.

Source: GPO S/N 023-000-00529-8

EVALUATION OF HOUSING FOR THE SEVERELY DISABLED, IN THE CONTEXT OF A SERVICE DELIVERY SYSTEM. Department of Housing and Urban Development. ill. $2.50 ea.

Source: GPO S/N 023-000-00500-0

This report is intended for use by designers, clients, and administering agencies in creating programs and constructing or modifying buildings for the disabled.

HANDBOOK FOR DESIGN: SPECIALLY ADAPTED HOUSING. Veterans Administration. 1978. 79pp. ill. $3.00 ea.

Source: GPO S/N 051-000-00125-7

This handbook provides assistance to the physically handicapped veteran and the architect or designer in producing the best possible home for the veteran.

MOBILE HOMES, ALTERNATIVE HOUSING FOR THE HANDICAPPED. Department of Housing and Urban Development. 1977. 48pp. ill. $1.80 ea.

Source: GPO S/N 023-000-00393-7

Reporting on a demonstration project sponsored by the Department of Housing and Urban Development, this booklet outlines the designs and plans of a series of 5 mobile homes which were modified to allow independent living for people with disabilities. The units are designed specifically to present no barriers to wheelchairs and incorporated cooking, bathing, and safety features that permit complete self-reliance for even severely disabled persons.

NEW ENVIRONMENT FOR RETARDED PEOPLE, A MONOGRAPH OF ARCHITECTURAL EXHIBITS PRESENTED AT THE 4TH WORLD CONGRESS, INTERNATIONAL LEAGUE OF SOCIETIES FOR THE MENTALLY HANDICAPPED. Department of Health, Education, and Welfare. 1975. 56pp. ill. $1.15 ea.

Source: GPO S/N 017-000-00141-8

This publication contains illustrations and descriptions of facilities throughout the world that are for retarded and handicapped people.

SELECTED BIBLIOGRAPHY ON BARRIER-FREE DESIGN. Department of Housing and Urban Development. 1979. 19pp. $1.50 ea.

Source: GPO S/N 023-000-00512-3

This annotated bibliography contains a list of basic references on designing buildings which consider the needs of the physically handicapped.

SMALL GROUP HOMES FOR THE HANDICAPPED AND DISABLED: AN ANNOTATED BIBLIOGRAPHY. Department of Housing and Urban Developemnt. 1977. 45pp. $2.30 ea.

Source: GPO S/N 023-000-00458-5

ENERGY CONSERVATION IN THE CEMENT INDUSTRY. Executive Office of the President, Federal Energy Office. 1975. 22pp. ill. $1.10 ea.

Source: GPO S/N 041-018-00095-0

ENERGY EFFICIENCY IN LIGHT-FRAME WOOD CONSTRUCTION. Department of Agriculture. 1979. 58pp. ill. $2.50 ea.

Source: GPO S/N 001-001-00465-1

SOLAR 77. Department of Energy, Office of the Secretary. 1978. 38pp. ill. $1.80 ea.

Source: GPO S/N 061-000-00093-3

This primer presents an explanation of solar energy that nearly everyone can understand. Its point of departure is a discussion of the conservation and system features necessary for an efficient, cost effective, and comfortable solar-tempered home. The principles of solar home heating are described in easy-to-understand language, and energy efficiency is discussed and demonstrated.

LOW RISE HOUSING FOR OLDER PEOPLE: BEHAVIORAL CRITERIA FOR DESIGN. Deparment of Housing and Urban Development. 1977. 141pp. ill. $3.00 ea.

Source: GPO S/N 023-000-00434-8

ALL-WEATHER HOME BUILDING MANUAL. Department of Housing and Urban Development. 1975. 143pp. ill. $4.75 ea.

Source: GPO S/N 023-000-00339-2

Provides builders in all parts of the United States with information that will enable them to continue production during periods of bad weather. Discusses building in cold weather, hot and dry weather, and wet weather. Information based on on-site interviews with home builders.

BUILDING THE SOLAR HOME: SOME EARLY LESSONS LEARNED. Booklet. Department of Housing and Urban Development. 1978. 36pp. ill. $1.70 ea.

Source: GPO S/N 023-000-00455-1

This booklet summarizes and reports the problems that have arisen in solar projects sponsored by the Department of Housing and Urban Development. Areas covered include difficulties in the design, calculations, and various components of the many active and passive systems built and evaluated for the program.

CONDENSATION PROBLEMS IN YOUR HOUSE: PREVENTIONS AND SOLUTIONS. Guidebook. Department of Agriculture. 1974. Reprinted 1979. 40pp. ill. $1.60 ea.

Source: GPO S/N 001-000-03318-2

A guide to understanding and preventing problems with house moisture. Contains recommendations for correct methods of installing vapor barriers, thermal insulation and inlet and outlet ventilators in your house.

CONSTRUCTION GUIDES FOR EXPOSED WOOD DECK. Department of Agriculture. 1972. Reprinted 1978. 78pp. ill. $2.00 ea.

Source: GPO S/N 001-000-02577-5

CONSTRUCTION WITH SURFACE BONDING. Department of Agriculture. 1974. Reprinted 1976. 18pp. ill. $0.45 ea.

Source: GPO S/N 001-000-03340-9

DESIGNS FOR LOW-COST WOOD HOMES. Department of Agriculture. 1969. Reprinted 1978. 29pp. ill. $1.75 ea.

Source: GPO S/N 001-001-00019-1

Contains descriptive summary sheets for eleven designs for low cost wood homes. Includes floor plans, interior and exterior sketches of the houses, and special features and construction methods incorporated in each design. Working plans are available for each design listed below:

House Plan No. FS-FPL-1. 768 sq. ft. One-story, three-bedroom home for a family with 3-5 children. Features open living-dining-kitchen area which gives feeling of spaciousness to its relatively small size. A treated wood-post foundation permits construction on sloping sites without costly grading and masonry work. 1969. Reprinted 1978. $3.75 ea. 9 sheets. S/N 001-001-00009-4.

House Plan No. FS-FPL-2. 1,404 sq. ft. One and one-half story home for a large family of up to 12 children. First floor has three bedrooms, bath, and living-dining-kitchen area. Second floor consists of two large dormitory-type bedrooms, each divided by a wardrobe closet. 1969. Reprinted 1977. $2.95 ea. 9 Sheets. S/N 001-001- 00010-8.

House Plan No. FS-FPL-4. 768 or 1,228 sq. ft. An expandable home. Steeply pitched roof allows room on second floor for two dormitory- type bedrooms to accommodate up to eight children, and a bath, if desired. The first floor provides a living room, compact kitchen and dining area, two bedrooms and bath. 1969. Reprinted 1978. $3.75 ea. 9 Sheets. S/N 001-001-00012-4.

House Plan No. FS-SE-1. 1,024 sq. ft. Three-bedroom home for a flat site. Square shape provides a lot of usable interior space for house this size. Open kitchen, dining room, living room area. Three bedrooms are multi-purpose rooms for playing, studying and sleeping. Design also features novel floating-wood system. 1969. Reprinted 1978. $3.25 ea. S/N 001-001-00013-2.

House Plan No. FS-SE-6. 900 sq. ft. each unit. Hillside duplex provides two-family home on sloping site. Design is based on pole- frame structure combined with wood Gothic-type arches. Two units of two stories each provide complete privacy for each family. Kitchen, dining and living room areas on first floor; two bedrooms on second. Plans provide for wood deck, and balcony between the two units. One unit can be built separately for a single family. 1969. Reprinted 1977. $3.00 ea. S/N 001-001-00018-3.

DRAINAGE AROUND YOUR HOME. Pamphlet. Department of Agriculture. 1975. Reprinted 1979. 8pp. ill. $0.60 ea.

Source: GPO S/N 001-000-03455-3

EVER HEARD OF RETROFIT? A GUIDE FOR THE HOME REMODELER. Pamphlet. Department of Energy, Office of the Secretary. 22pp. ill. $1.10 ea.

Source: GPO S/N 061-000-00010-1

FIREPLACES AND CHIMNEYS. Pamphlet. Department of Agriculture. 1971. Reprinted 1978. 22pp. ill. $1.00 ea.

Source: GPO S/N 001-000-01520-6

Shows the proper way to construct a fireplace and tells how to perform simple maintenance.

HOUSE CONSTRUCTION: HOW TO REDUCE COSTS. Pamphlet. Department of Agriculture. Revised 1977. 14pp. ill. $1.25 ea.

Source: GPO S/N 001-000-03729-3

In order to help you reduce construction, maintenance and operating costs, this booklet summarizes a lot of good advice on choosing the location and design of your new house, and discusses the options related to interior arrangements, materials selection, construction techniques, and utilities installations.

NEW LIFE FOR OLD DWELLINGS, APPRAISAL AND REHABILITATIONS. Department of Agriculture. 1975. 99pp. ill. $3.75 ea.

Source: GPO S/N 001-000-02988-6

Older woodframe houses can often be rehabilitated at a lower cost than constructing new ones. The appraisal section of this book deals with the suitability of various parts of a house for rehabilitation, and the rehabilitation section tells how to accomplish such changes.

PAINT AND PAINTING, SELECTION, PREPARATION, AND APPLICATION. Pamphlet. General Services Administration. 1971. Reprinted 1977. 24pp. ill. $0.85 ea.

Source: GPO S/N 022-000-00140-0

Presents simple, clear-cut instructions and illustrations to help the nonprofessional painter do a good job of painting the interior and exterior of his home with a minimum of trouble and expense.

PAINTING INSIDE AND OUT. Pamphlet. Department of Agriculture. 1978. 26pp. ill. $1.30 ea.

Source: GPO S/N 001-000-03874-5

Describes and illustrates surface preparation, paint selection, and application of paint, whitewash, and stains for both exterior and interior surfaces.

PRINCIPLES FOR PROTECTING WOOD BUILDINGS FROM DECAY. Booklet. Department of Agriculture. 1979. 56pp. ill. $2.75 ea.

Source: GPO S/N 001-001-00512-6

This booklet illustrates construction practices that can insure decay- free wood structures. Methods to treat wood with a suitable preservative for decay protection are also described.

RENOVATE AN OLD HOUSE? Pamphlet. Department of Agriculture. 1976. Reprinted 1978. 21pp. ill. $1.10 ea.

Source: GPO S/N 001-000-03505-3

Describes and illustrates things to consider when thinking about remodeling wood frame houses.

WOOD FRAME HOUSE CONSTRUCTION. Department of Agriculture. 1975. Reprinted 1979. 223pp. ill. $4.25 ea.

Source: GPO S/N 001-000-03528-2

This compact book presents established methods and principles for constructing a wood-frame house. An easy-to-understand text combines with a series of drawings to take readers through the entire process of building a house, from excavating the site to shingling the roof. It also contains information on protecting the house against decay, termites, and fire, selecting and protecting building materials, and reducing building costs.

WOOD HANDBOOK: WOOD AS AN ENGINEERING MATERIAL. Department of Agriculture. 1974. Reprinted 1978. 432pp. ill. $10.00 ea.

Source: GPO S/N 001-000-03200-3

Provides engineers, architects, and others with a source of information on the physical and mechanical properties of wood, and how these properties are affected by variations in the wood itself.

WOOD SIDING, INSTALLING, FINISHING, MAINTAINING. Pamphlet. Department of Agriculture. Revised 1975. 13pp. ill. $0.35 ea.

Source: GPO S/N 001-000-03619-0

INDOOR GARDENING: ARTIFICIAL LIGHTING, TERRARIUMS, HANGING BASKETS, AND PLANT SELECTION. Booklet. Department of Agriculture. 1978. 47pp. ill. $1.70 ea.

Source: GPO S/N 001-000-03758-7

This booklet shows you how to build 11 different attractive indoor gardens, each designed for beautiful display of your indoor plants as well as for their vigorous propagation. In addition, it provides you with expert advice on selecting a lighting system to supplement your normal indoor light levels, guidelines for stocking the garden, directions on caring for your plants, and recommendations on a dozen plants for beginners.

SELECTING AND OPERATING COMMERCIAL BEEKEEPING EQUIPMENT. Farmer's Bulletin Number 2267. Booklet. Charles D. Owens and Benjamin F. Detnoy. Department of Agriculture, Science and Education Administration. 1979. 23pp. $1.10 ea.

Source: GPO S/N 001-000-03830-3. Also available from USDA/GPA.

SELECTING AND FINANCING A HOME. Home and Garden Bulletin No. 182. Guidebook. Department of Agriculture, Science and Education Administration. Revised 1979. 24pp.

Source: GPO S/N 001-000-04006-5

This bulletin has been prepared to help families make financial decisions about housing. Analyzing housing needs - deciding whether to rent or buy, and fitting housing expenses into family budgets are topics discussed. It also describes different types of mortgage loans, gives sources of mortgage loans, and suggests ways to hold down mortgage costs.

Bibliography Series. Library of Congress, National Library Service for the Blind and Physically Handicapped.

Source: LC/NLSBPH

The following bibliographies are available:

Accessibility; Designing Buildings For The Needs Of Handicapped Persons. Report No. 79-2. 1979. 17pp.
Closed Circuit Television Reading Devices For The Visually Handicapped. Report No. 79-3. 1979. 3pp.
Library Service To Handicapped Persons. 1978.
Reading Machines For The Blind. 1978.

SLOPING, SHORING, AND SHIELDING PRACTICES. 28 min., 2 x 2 Slides, Audiocassette, Col.

Source: GSA/NAC Title No. 009863/RR

Presents a 1 day instructional program consisting of a classroom session and a practical 'hands-on' workshop in the procedures and techniques of construction shoring. 60 Slides. 1 Audiocassette, 2-Track, Mono, with audible and inaudible advance signals. Manual included. Cleared for non-sponsored TV.

SOLAR HEATING AND COOLING OF RESIDENTIAL BUILDINGS. Department of Commerce, Economic Development Administration. 1977.

Source: GPO

The following two books present a course to train home designers and builders in the fundamentals of solar hydronic and air systems for space heating and cooling and domestic hot water heating for residential buildings.

Design Of Systems. 569pp. ill. $8.25 ea. S/N 003-001-00084-4.
Sizing, Installation, And Operation Of Systems. 375pp. ill. $7.00 ea. S/N 003-011-00085-2.

A LOCAL OFFICIAL'S GUIDEBOOK. Department of Housing and Urban Development. 1978. 28pp. ill. $1.30 ea.

Source: GPO S/N 023-000-00485-2

Conventional zoning techniques, while providing minimal health, safety and welfare standards, often do not provide a flexible guide for local decision-makers when new issues arise. This booklet is designed to help inform local zoning officials of the innovative approaches to zoning being used by other communities. Suggested are some new directions and procedures being used by other communities to deal with changing land use needs.

CONSTRUCTING ROOF TRUSSES. Poster. Department of Agriculture. $1.00 ea.

Source: GPO S/N 001-000-03861-3

Roof trusses are multi-triangle structures used in place of the rafter and joist system. This colorful 19' x 24' Agricultural Information Poster describes construction procedures for roof trusses with spans up to 30 feet. Suggested materials and proportions are common for most roof trusses up to that size, and individual steps can be varied to meet specific design requirements.

ASEISMIC DESIGN OF BUILDING SERVICE SYSTEMS: THE STATE-OF-THE-ART. Department of Commerce, National Bureau of Standards. 1978. 78pp. $2.50 ea.

Source: GPO S/N 003-003-01974-7

Reviews pertinent literature and applicable code and standard regulations, summarizes information supplied by specialists, reports the findings of a field visit to the construction sites of two aseismic-design hospitals, identifies deficiencies in current design/evaluation practice, and supplies recommendations for research.

REGIONAL GUIDELINES FOR BUILDING PASSIVE ENERGY CONSERVING HOMES. Department of Housing and Urban Development. 1978. 312pp. ill. $5.25 ea.

Source: GPO S/N 023-000-00481-0

Filled with information that will be of value to energy-conscious home builders and home owners alike.

ACCESSIBLE BUILDINGS FOR PEOPLE WITH SEVERE VISUAL IMPAIRMENTS. Department of Housing and Urban Development. 1979. 118pp. ill. $4.00 ea.

Source: GPO S/N 023-000-00515-8

The results of a study to determine whether the usability of buildings for people with severe visual impairments could be enhanced through design.

WELLS CONSTRUCTION: HAND DUG AND HAND DRILLED. Richard E. Brush. Peace Corps Information Collection and Exchange. Government Printing Office. 1979. 282pp. ill.

Source: ACTION

This manual is intended for use by development workers involved in the construction of wells to supply water to a local population for personal consumption. Includes step by step plans, and outlines construction materials and techniques to be used where skills may be limited.

EXTREME WIND STUDY. Film. 18 min. Department of Commerce, National Bureau of Standards. 1975. Free.

Source: DOC/NBS

Low-rise buildings are particularly susceptible to damage by hurricanes, typhoons, and cyclones. In order to develop criteria for these buildings, the National Bureau of Standard's Center for Building Technology collected wind data from full scale buildings in the Philippines. With their frequent severe storms, these islands served as a natural laboratory. The field data were applied to creating experimental procedures in a wind tunnel for improving building construction. The project was sponsored by the Agency for International Development.

RECYCLED ASPHALT CONCRETE - BY RMI SYSTEMS. 17 min., 16MM Film, Opt. Sd., Col. 1975. Sale $98.50

Source: GSA/NAC Title No. 009708/PF

Documents the experimental reconstruction of a 1-mile section of interstate highway in Nevada where the 4-inch deteriorated asphalt pavement was recycled. Shows how to break up old pavement, haul to crusher, crush, heat, and mix in flue-filled rotating dryer, add additional asphalt and softening agent, haul back to original site, and place with conventional equipment. Discusses the benefits of energy conservation. Benefits are energy savings, work performed on job site within right-of-way, low emissions, conserving natural resources, and correction of original base deficiencies and less cost.

SLOPING, SHORING, AND SHIELDING PRACTICES. 28 min., 2 x 2 Slides, Audiocassette, Col. 1976. Sale $28.50

Source: GSA/NAC Title No. 009863/PF

Presents a 1-day instructional program consisting of a classroom session and a practical 'hands-on' workshop in the procedures and techniques of construction shoring. 60 Slides. 1 Audiocassette. 2-Track Mono. With audible and inaudible advance signals. Manual included. Cleared for non-sponsored TV.

WILL YOUR HOUSE LAST FOR CENTURIES? 18 min., 2 x 2 Slides, Audiocassette, Col. 1977. Sale $15.00

Source: GSA/NAC Title No. 010320/PF

Deals with the cause, prevention, and remedy for wood decay caused by moisture. 59 Slides. 1 Audiocassette. 2-Track, Mono, with audible and inaudible advance signals.

INSTALLATION OF PIPE CULVERTS. 25 min., 16MM Film, Opt. Sd., Col. 1977. Rental $12.50 Sale $145.00

Source: GSA/NAC Title No. A00443/PF

Shows typical installation procedures for metal and concrete pipe culverts. Audience: Technical.

UNION WAGES AND BENEFITS: BUILDING TRADES, JULY 3, 1978. Bulletin 2038. Department of Labor, Bureau of Labor Statistics. 1979. 153pp. $4.75 ea.

Source: GPO S/N 029-001-02389-8

This study of construction wage rates was conducted in the Bureau's Office of Wages and Industrial Relations. It provides a comprehensive account of the current study and includes indexes of union wage rates for building trades' employees for 1907-78.

CARPENTRY: A TRADE WORTH LEARNING THROUGH APPRENTICESHIP. Pamphlet. Department of Labor, Employment and Training Administration.

Source: DOL/ETA

Defines the job of a carpenter and an apprentice. Lists the general qualifications and term of a carpentry apprenticeship. Describes best way to enter an apprenticeship.

COMMERCIAL AND GRAPHIC ART

EXPLORING VISUAL ARTS AND CRAFTS CAREERS, A STUDENT GUIDEBOOK. Government Printing Office. 1976. 162pp. ill. $2.35 ea.

Source: GPO S/N 017-080-01641-9

Provides advice from working professionals on qualifications, duties and responsibilities, and on employment opportunities and salaries; intended to assist secondary school students in appraising the pros and cons of these professions.

EXPORT OPPORTUNITIES FOR PRINTING AND GRAPHIC ARTS EQUIPMENT. Department of Commerce, Domestic Commerce Bureau. 1975. 84pp. $1.70 ea.

Source: GPO S/N 003-025-00028-4

EMPLOYEE HEALTH AND SAFETY IN THE LITHOGRAPHIC PRINTING INDUSTRY. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1977. 69pp. ill. $2.10 ea.

Source: GPO S/N 017-033-00264-9

MASS MEDIA

CAREERS IN COMMUNICATIONS MEDIA. Guidebook. Department of Health, Education, and Welfare, Office of Education. 1975. 288pp. ill. $5.60 ea.

Source: GPO S/N 017-080-01496-3

Guidelines for instructors organizing courses for career exploration in communications; provides descriptions of various occupations in the communications field and assistance in career planning.

IF ONE TODAY - TWO TOMORROW. 28 Min., 16 MM Film, Opt. Sd. 1976. Sale $162.50

Source: GSA/NAC Title No. 000336/PF

Addresses the need for the worldwide use of communication technology for learning and growing as world population increases. Describes how radio, television, and communications satellite systems are used as instruments for education. Cleared for TV.

WINDOW DRESSING ON THE SET: WOMEN AND MINORITIES IN TELEVISION. Commission on Civil Rights. 1977. 181pp. $5.00 ea.

Source: GPO S/N 005-000-00155-2

The U.S. Commission on Civil Rights produced this study of two issues concerning civil rights in broadcasting: how minorities and women are portrayed on network television and the condition of their employment at television stations. The Commission's findings regarding portrayal are based on analyses of network broadcasts between 1969 and 1975.

BROADCAST OPERATOR HANDBOOK. Federal Communications Commission. 1978. 103pp. ill. $3.00 ea.

Source: GPO S/N 004-000-00329-2

Practical study guide for those interested in obtaining the Radio- Telephone Third Class Operator Permit with the endorsement to operate broadcast radio stations. Also helpful as a concise reference for those operators already active in the field of broadcasting.

WOMEN ON THE JOB: CAREERS IN BROADCASTING. Booklet. Department of Labor, Women's Bureau. 1979. 26pp. ill.

Source: DOL/WB

This publication is designed to provide useful information for those who wish to consider the broad spectrum of the broadcasting industry and related communication fields.

PUBLICITY. 20 min., 3/4 in. Videocassette, Col. 1976. Sale $60.00

Source: GSA/NAC Title No. 008385/PF

Discusses the different ways local radio and local newspapers can be used to publicize the library. Points out the need and ways to determine results. Designed for library personnel in small communities. Study Guide included. From the Access Series.

MAKING COMPOSITE COLOR SLIDES WITH A REAR PROJECTION SYSTEM. 8 min., 3/4 in. Videocassette, Col. 1976. Sale $33.00

Source: GSA/NAC Title No. 008476/PF

Demonstrates equipment, materials, and procedures in making composite slides. Suggests variations and additional applications of the system. Cleared for TV.

AUDIO VISUAL EQUIPMENT MAINTENANCE AND REPAIR

MAKING COMPOSITE COLOR SLIDES WITH A REAR PROJECTION SYSTEM. 8 min., 3/4 in. Videocassette, Col. 1976. Sale $33.00

Source: GSA/NAC Title No. 008476/PF

Demonstrates equipment, materials, and procedures in making composite slides. Suggests variations and additional applications of the system. Cleared for TV.

COMMUNICATIONS ELECTRONICS

CAREER OPPORTUNITIES IN THE TELEPHONE AND TELEGRAPH INDUSTRIES. Department of Labor. 1977. 68pp. ill. $2.30 ea.

Source: GPO S/N 029-000-00294-1

IF ONE TODAY - TWO TOMORROW. 28 Min., 16 MM Film, Opt. Sd. 1976. Sale $162.50

Source: GSA/NAC Title No. 000336/PF

Addresses the need for the worldwide use of communication technology for learning and growing as world population increases. Describes how radio, television, and communications satellite systems are used as instruments for education. Cleared for TV.

TELECOMMUNICATIONS SUBSTITUTABILITY FOR TRAVEL: AN ENERGY CONSERVATION POTENTIAL. Department of Commerce. 1975. 96pp. ill. $1.75 ea.

Source: GPO S/N 003-000-00466-0

Ever since the energy crisis of 1973, there has been growing interest in the development of means to conserve some of the energy consumed by transportation. This book discusses whether telecommunications is a viable substitute for the information-handling activities of the transportation industry.

COMPUTER ELECTRONICS

HIERARCHICAL CONTROL: NBS RESEARCH IN DYNAMIC SENSORS AND COMPUTER CONTROL TECHNIQUES. 20 min., Film. Department of Commerce, National Bureau of Standards. 1976.

Source: DOC/NBS

Programming industrial robots is easier and faster when done by computer, especially when higher levels of control are added. The film includes a demonstration of a robot performing simple tasks of stacking blocks and inserting a wooden peg in a hole. Sensory feedback from the robot to the computer is used to cope with the small misalignment of parts that might be encountered in a factory environment. Audience: Computer science college students, industrial and manufacturing engineers, scientific and technical groups.

ELECTRIC POWER GENERATION EQUIPMENT CONSTRUCTION, REPAIR & MAINTENANCE

STAND-BY ELECTRIC POWER EQUIPMENT FOR THE FARM. Department of Agriculture. 1964. Reprinted 1976. 8pp. ill. $0.35 ea.

Source: GPO S/N 001-000-00210-4

ELECTRICAL HAZARDS. Department of the Interior, Mining Enforcement and Safety Administration. 1978. 52pp. ill. $2.00 ea.

Source: GPO S/N 024-019-00027-6

Discusses the dangers presented by electricity in mines and summarizes basic safety precautions.

CAREER OPPORTUNITIES IN THE ELECTRIC POWER AND GAS UTILITIES INDUSTRIES. Department of Labor. 1978. 136pp. ill. $3.25 ea.

Source: GPO S/N 029-000-00341-6

PUMPING PLANT EQUIPMENT TECHNOLOGY

HEAT PUMP TECHNOLOGY: SURVEY OF TECHNICAL DEVELOPMENTS, MARKET PROSPECTS AND RESEARCH NEEDS. Textbook. Department of Energy, Office of the Secretary. 1978. 464pp. ill. $ 6.25 ea.

Source: GPO S/N 061-000-00092-5

HEAVY EQUIPMENT OPERATION AND MAINTENANCE

OUTLINE FOR TRAINING OF POWERED INDUSTRIAL TRUCK OPERATORS. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1978. 32pp. ill. $1.50 ea.

Source: GPO S/N 017-033-00322-0

PETROLEUM EQUIPMENT OPERATION AND MAINTENANCE

PETROLEUM INDUSTRY INVOLVEMENT IN ALTERNATIVE SOURCES OF ENERGY. United States Congress. 1977. 385pp. $4.75 ea.

Source: GPO S/N 052-070-04287-7

This publication reviews the available public information regarding the domestic energy resource holdings of the nation's petroleum companies. The report also discusses the extent of research, development, and demonstration activities by various oil companies and the amount of federal support for these activities.

CUSTODIAL SERVICES

SO YOU WORK IN A FOOD PLANT! Department of Health, Education, and Welfare, Public Health Service, Food and Drug Administration. 1976. 12pp. ill. $0.40 ea.

Source: GPO S/N 017-012-00146-7

Emphasizes the importance of cleanliness and food sanitation practices on the part of food plant workers.

HOW TO GET ALONG WITH YOUR SOLVENT. Booklet. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1975. 68pp. ill. $1.20 ea.

Source: GPO S/N 017-033-00097-2

This booklet contains important safety instructions for employees who handle and use industrial organic cleaning fluids.

INDUSTRY WAGE SURVEY. Booklet. Department of Labor, Bureau of Labor Statistics.

Source: GPO

The following bulletins are available:

Pulp, Paper, And Paperboard Mills, Summer 1977. Bulletin 2008. 1979. 82pp. $2.75 ea. S/N 029-001-02268-9.

Contract Cleaning Services, July 1977. Bulletin 2090. 1978. 61pp. S/N 029-001-02260-3.

Pressed or Blown Glass And Glassware, May 1975. Bulletin 1923. 1976. 40pp. $1.05 ea. S/N 029-001-01934-3.

INDUSTRIAL HYGIENE AND SAFETY

INDUSTRIAL NOISE CONTROL MANUAL. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 336pp. ill. $6.00 ea.

Source: GPO S/N 017-033-00339-4

Contains basic information on understanding, measuring, and controlling noise, and over 60 actual case histories of industrial noise control projects.

ACCIDENT PREVENTION. Booklet. Department of the Interior, Mining Enforcement and Safety Administration. 1975. 38pp. ill. $0.45 ea.

Source: GPO S/N 024-019-00013-6

This booklet describes and defines mining accidents and their causes. It also explains how an effective accident prevention program can be implemented.

CAUTION: INORGANIC METAL CLEANERS CAN BE DANGEROUS. Booklet. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1976. 21pp. ill. $1.20 ea.

Source: GPO S/N 017-033-00108-1

A booklet for workers handling inorganic metal cleaners. Describes what they are, how they are used, and how they can cause injury.

ELECTRICAL HAZARDS. Department of the Interior, Mining Enforcement and Safety Administration. 1978. 52pp. ill. $2.00 ea.

Source: GPO S/N 024-019-00027-6

Discusses the dangers presented by electricity in mines and summarizes basic safety precautions.

EMPLOYEE HEALTH AND SAFETY IN THE LITHOGRAPHIC PRINTING INDUSTRY. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1977. 69pp. ill. $2.10 ea.

Source: GPO S/N 017-033-00264-9

GOOD PRACTICES FOR EMPLOYEES. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1977.

Source: GPO

Safety And Health In Auto Body Repair Shops. 1977. 34pp. ill. $1.40 ea. S/N 017-033-00257-6.

Ways To Safety And Health For Textile Finishing Workers. 1977. $1.50 ea. 30pp. ill. S/N 017-033-00241-0.

GOOD WORK PRACTICES FOR ELECTROPLATERS. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1977. 34pp. ill. $1.40 ea.

Source: GPO S/N 017-033-00240-1

GUIDE TO THE WORK-RELATEDNESS OF DISEASE. Department of Health, Education, Welfare, Public Health Sevice, National Institute of Occupational Safety and Health. 1976. 115pp. $1.90 ea.

Source: GPO S/N 017-033-00177-4

Designed to aid agencies and individuals dealing with occupational disease compensation. Presents one method of determining the work- relatedness of an individual's disease, and gives information on five disease-producing agents.

HEALTH HAZARDS IN A FOUNDRY. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1976.

Source: GPO

The following titles are available:

Melting And Pouring Department. 20pp. ill. $0.65 ea. S/N 017-033- 00182-1.

Pattern Shop, Core Room, Molding Shop, And Sandhandling Department. 36pp. ill. $0.55 ea. S/N 017-033-00181-2.

Shakeout, Cleaning, Grinding, And Inspection Department. 32pp. ill. $0.55 ea. S/N 017-033-00183-9.

IRRITANT EFFECTS OF INDUSTRIAL CHEMICALS, FORMALDEHYDE. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1976. 148pp. ill. $2.00 ea.

Source: GPO S/N 017-033-00172-3

JOB SAFETY ANALYSIS. Department of the Interior, Mining Enforcement and Safety Administration. 1977. 31pp. ill. $1.60 ea.

Source: GPO S/N 024-019-00020-9

Provides an explanation of one of the approaches utilized in the prevention of accidents in and around mines.

PERSONNEL PROTECTIVE EQUIPMENT. Department of Interior, Mining Enforcement and Safety Administration. 62pp. ill. $1.30 ea.

Source: GPO S/N 024-019-00033-1

Describes and illustrates several basic types of personnel protective equipment, and discusses how their use may be incorporated as part of an effective accident prevention program.

PRINCIPLES AND PRACTICES OF OCCUPATIONAL SAFETY AND HEALTH STUDENT MANUAL, A PROGRAMMED INSTRUCTION COURSE. Department of Labor, Occupational Safety and Health Administration. 1975.

Source: GPO

Six booklets are available and are issued with perforations:

Booklet 1. 41pp. ill. $1.60 ea. S/N 029-015-0037-6.
Booklet 2. 56pp. $1.05 ea. S/N 029-015-00038-4.
Booklet 3. 52pp. ill. $1.35 ea. S/N 029-015-00039-2.
Booklet 4. 100pp. ill. $1.95 ea. S/N 029-015-00041-6.
Booklet 5. 60pp. $1.05 ea. S/N 029-015-00041-4.
Booklet 6. 43pp. $1.20 ea. S/N 029-015-00042-2.

RADIATION HAZARD IN MINING. Department of the Interior, Mining Enforcement and Safety Administration. 30pp. ill. $1.50 ea.

Source: GPO S/N 024-019-00025-0

This publication deals with the occurrence of lung cancer among underground miners caused by breathing radioactive dust particles known as radon daughters.

REPORT ON THE PERFORMANCE. Department of Health, Education, and Welfare, Pubic Health Service, National Institute of Occupational Safety and Health.

Source: GPO

The following are available:

Firefighters' Helmets. 1976. 34pp. ill. $0.85 ea. S/N 017-033- 00235-5.

Linemen's Rubber Insulation Gloves. 1977. 18pp. $1.10 ea. S/N 017-033-00235-5.

Men's Safety-Toe Footwear. 1976. 25pp. $0.75 ea. S/N 017-033- 00168-5.

Women's Safety-Toe Footwear. 1976. 24pp. $0.75 ea. S/N 017-033- 00154-3.

SAFETY AND HEALTH IN ARC WELDING AND GAS WELDING AND CUTTING. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1978. 52pp. ill. $2.00 ea.

Source: GPO S/N 017-033-00292-4

SYSTEM SAFETY ENGINEERING. Department of Interior, Mining Enforcement and Safety Administration. 1978. 46pp. ill. $2.00 ea.

Source: GPO S/N 024-019-00029-2

Provides an explanation of one of the approaches that can be used in the systematic prevention of mine accidents.

URETHANE FOAMS, EMPLOYEES' GOOD PRACTICES FOR HEALTH AND SAFETY. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 76. 26pp. ill. $0.40 ea.

Source: GPO S/N 017-033-00131-6

This booklet explains the hazards of urethane foams and gives tips to help avoid risk.

WELDING SAFETY. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1977. 8pp. ill. $0.50 ea.

Source: GPO S/N 017-033-00209-6

DOUBLE-EDGED SWORD, THE. 23 min., 16MM Film, Opt. Sd., Col. 1976. Sale $133.50

Source: GSA/NAC Title No. 007825/RR

Discusses radiation safety for users of analytical x-ray equipment. Uses interviews with victims for first-hand accounts of accidents, and photographs from medical records to show the injuries that result. Cleared for non-sponsored TV.

ELECTRICAL HAZARDS IN UNDERGROUND COAL MINING. 13 min., 16MM Film, Opt. Sd., Col. 1975. Sale $75.00

Source: GSA/NAC Title No. 009797/RR

Points out some of the most prevalent electrical hazards that may be encountered in underground coal mining. Demonstrates the safe and efficient use and maintenance of various electrical equipment, machinery and installations required in the average mining operation.

Restriction: Purchaser must first request written permission from chief, Office of Audiovisuals, U. S. Department of Labor, Mine Safety and Health Administration, 4800 Forbes Avenue, Pittsburgh, PA 15313. After permission has been obtained, the purchaser should send his order to the National Audio Visual Center with the statement of approval attached.

FOUNDRY SAFETY AND HEALTH TEST. 28 min., 16MM Film, Opt. Sd., Col. 1977. Rental $12.50 Sale $162.50

Source: GSA/NAC Title No. 010170/RR

Presents 19 hazardous situations in foundry operations and asks viewers to answer questions about the hazards. Presents solutions using scenes from actual foundry operations. Instructor's guide included.

HAZARD CONTROL IN THE ANIMAL LAB. 15 min., 2 x 2 Slides, Audiocassette, Col. 1975. Sale $18.50

Source: GSA/NAC Title No. 009432/RR

Describes the general hazards associated with animal care facilities, the laboratory procedures associated with increased risk, and the measures used to minimize these risks. *Hazard Control in the Animal Lab* is also available in script for a sale price of $15.00. The script includes 24 pages of printed material for use with media. There are 30 scripts included in this package.

HAZARD RECOGNITION - A SERIES. 5 2 x 2 Slide Sets, Audiocassette, 1977. Sale $130.00

Source: GSA/NAC Title No. 007519/RR

Shows the potential dangers associated with common situations present in many work locations: ladders, scaffolds, trenches, and walking and working surfaces. The following are available:

Ladders 9 min.
Scaffolds 14 min.
Trenching 20 min.
Ventilation 37 min.
Walking and Working Surfaces 14 min.

LONGSHORE SAFETY AND HEALTH - A SERIES. Multimedia Series. 1976. Sale $577.25

Source: GSA/NAC Title No. 008614/RR

Barge Operation, The 19 min.
Barge Worker, The 18 min.
Break Bulk Operation, The 18 min.
Carpenter, The 14 min.
Container Operation, The 20 min.
Crane Operator, The 13 min.
Container Straddle Truck Operator, The 30 min.
Forklift Operator, The 25 min.
Grain Operation, The 13 min.
Holdman, The 22 min.
Hook Up Man, The 13 min.
Lash Operation, The 18 min.
Log Operation, The 19 min.
Roll-on Roll-off Operation, The 30 min.
Semi-Tractor Operator, The 14 min.
Stuffer and Stripper, The 15 min.
Winchman and the Hatchtender, The 16 min.

EMERGENCY ACTION GUIDE FOR SELECTED HAZARDOUS MATERIALS. Booklet. Department of Transportation, Research and Special Programs Administration and National Highway Traffic Safety Administration. Government Printing Office. 1978. 75pp.

Source: GPO S/N 050-003-00342-5

This guide was prepared to help emergency service personnel during the first 30 minutes of an incident involving a spill of a volatile, toxic, gaseous and/or flammable material that is shipped in bulk. General and specific safety procedures to follow are provided in spill guides arranged alphabetically by hazardous material.

SAFETY MANUALS. Department of the Interior, Mining Enforcement and Safety Administration.

Source: GPO

These two booklets are part of a series of safety manuals prepared by the National Mine Health and Safety Academy to acquaint industrial workers with job safety and accident prevention. The information they contain will be useful to miners and non-miners alike.

86V9 Personal Protective Equipment. 1979. 62pp. ill. $1.30 ea. S/N 024-019-00033-1. It introduces several basic types of personal protective equipment and describes how their use may be incorporated as a part of an effective accident prevention program.

87V9 Fire Safety. 1979. 42pp. ill. $1.10 ea. S/N 024-019-00032- 2. Deals with hazards associated with fires, as well as fire prevention.

SAFETY AND HEALTH IN AUTOBODY REPAIR SHOPS: GOOD PRACTICES FOR EMPLOYEES. Department of Health, Education, and Welfare, Public Health Service. 1977. 34pp. ill. $1.40 ea.

Source: GPO S/N 017-003-00048-4

SAFETY AND HEALTH IN ARC WELDING AND GAS WELDING AND CUTTING. Department of Health, Education, and Welfare, Public Health Service. 1978. 52pp. ill. $2.00 ea.

Source: GPO S/N 017-033-00292-4

THE WAY TO SAFETY AND HEALTH FOR TEXTILE FINISHING WORKERS: GOOD PRACTICES FOR EMPLOYEES. Department of Health, Education, and Welfare, Public Health Services. 1977. 30pp. ill. $1.50 ea.

Source: GPO S/N 017-033-00241-0

EVALUATING YOUR FIRM'S INJURY AND ILLNESS RECORD. Report 557. Booklet. Department of Labor, Bureau of Labor Statistics. 1979. 8pp.

Source: DOL/BLS

Provides a formula for computing an incidence rate of occupational injuries and illnesses and explains what the outcome means.

LINEWORKER

REPORT ON THE PERFORMANCE. Department of Health, Education, and Welfare, Pubic Health Service, National Institute of Occupational Safety and Health.

Source: GPO

The following are available:

Firefighters' Helmets. 1976. 34pp. ill. $0.85 ea. S/N 017-033- 00235-5.

Linemen's Rubber Insulation Gloves. 1977. 18pp. $1.10 ea. S/N 017-033-00235-5.

Men's Safety-Toe Footwear. 1976. 25pp. $0.75 ea. S/N 017-033- 00168-5.

Women's Safety-Toe Footwear. 1976. 24pp. $0.75 ea. S/N 017-033- 00154-3.

MARITIME PROGRAMS

SAFETY AND HEALTH REGULATIONS FOR MARITIME EMPLOYMENT, PARTS 1915- 1919. Department of Labor, Occupational Safety and Health Administration. 1974. Reprinted 1975. 108pp. ill. $1.75 ea.

Source: GPO S/N 029-015-00033-3

COLLECTIVE BARGAINING IN THE MARITIME INDUSTRY. Report 538. Booklet. Michael E. Klehm. Department of Labor, Bureau of Labor Statistics. 1978. 14pp.

Source: DOL/BLS

Describes the union structure, the collective bargaining setting and other issues related to contract negotiations.

METALWORKING OCCUPATIONS

CAUTION: INORGANIC METAL CLEANERS CAN BE DANGEROUS. Booklet. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1976. 21pp. ill. $1.20 ea.

Source: GPO S/N 017-033-00108-1

A booklet for workers handling inorganic metal cleaners. Describes what they are, how they are used, and how they can cause injury.

HEALTH HAZARDS IN A FOUNDRY. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1976.

Source: GPO

The following titles are available:

Melting And Pouring Department. 20pp. ill. $0.65 ea. S/N 017-033- 00182-1.

Pattern Shop, Core Room, Molding Shop, And Sandhandling Department. 36pp. ill. $0.55 ea. S/N 017-033-00181-2.

Shakeout, Cleaning, Grinding, And Inspection Department. 32pp. ill. $0.55 ea. S/N 017-033-00183-9.

NEW TECHNOLOGIES AND TRAINING IN METAL WORKING. Government Printing Office. 1978. 52pp. $2.40 ea.

Source: GPO S/N 052-003-00577-8

OCCUPATIONAL TRAINING IN SELECTED METALWORKING INDUSTRIES, 1974: A REPORT ON A SURVEY OF SELECTED OCCUPATIONS. Department of Labor, Bureau of Labor Statistics. 52pp. ill. $2.20 ea.

Source: GPO S/N 029-001-02127-5

SOLDERING ELECTRICAL CONNECTIONS: A HANDBOOK. National Aeronautics and Space Administration. 1967. Revised 1979. 66pp. ill. $2.10 ea.

Source: GPO S/N 033-000-00246-7

This handbook is a complete guide to soldering electrical connections. Step-by-step instructions and photographs are provided for hand soldering, automatic machine soldering, termination of shields by soldering, and lacing of cable trunks.

SAFETY AND HEALTH IN ARC WELDING AND GAS WELDING AND CUTTING. Department of Health, Education, and Welfare, Public Health Service. 1978. 52pp. ill. $2.00 ea.

Source: GPO S/N 017-033-00292-4

INSTALLATION OF PIPE CULVERTS. 25 min., 16MM Film, Opt. Sd., Col. 1977. Rental $12.50 Sale $145.00

Source: GSA/NAC Title No. A00443/PF

Shows typical installation procedures for metal and concrete pipe culverts. Audience: Technical.

FIREFIGHTING

JOBS WITH THE FOREST SERVICE, A GUIDE TO NONPROFESSIONAL EMPLOYMENT. Guidebook. Department of Agriculture. 1975. 18pp. ill. $0.35 ea.

Source: GPO S/N 001-000-03429-4

Contains a listing of schools in the U. S. which train persons to be forest technicians or forest and range fire control technicians; answers questions about forest service careers.

GUIDE TO FLAMMABLE PRODUCTS AND IGNITION SOURCES FOR SECONDARY SCHOOL. Consumer Products Safety Commission. 1977. 32pp. ill. $1.60 ea.

Source: GPO S/N 052-011-00147-3

Contains information that should be taught about flammables and ignition sources and also offers ideas for activities that might be useful in teaching these facts.

PEOPLE AND FIRE: LATEST IDEAS ON FIRE SAFETY FOR HOMES, APARTMENTS AND MOBILE HOMES. Pamphlet. Department of Housing and Urban Development. 1977. 27pp. ill. $1.40 ea.

Source: GPO S/N 023-000-00404-6

Tells you how to minimize the chance of being involved in a fire, how to avoid injury if you are involved, and how best to help persons inside burning structures. Stove fires, electrical fires, high rise fires, fire extinguishers, smoke detectors and construction and decoration materials are among the topics discussed.

FIRE EXTINGUISHING EQUIPMENT. United States Postal Service. 1975. 32pp. ill. $0.75 ea.

Source: GPO S/N 039-000-00254-0

FIRE SAFETY. Manual. Department of the Interior, Mining Enforcement and Safety Administration. 1979. 42pp. ill. $1.10 ea.

Source: GPO S/N 024-019-00032-2

This safety manual describes and illustrates fire hazards, fire prevention, fire fighting equipment and techniques and personal fire protection equipment.

REPORT ON THE PERFORMANCE. Department of Health, Education, and Welfare, Pubic Health Service, National Institute of Occupational Safety and Health.

Source: GPO

The following are available:

Firefighters' Helmets. 1976. 34pp. ill. $0.85 ea. S/N 017-033- 00235-5.

Linemen's Rubber Insulation Gloves. 1977. 18pp. $1.10 ea. S/N 017-033-00235-5.

Men's Safety-Toe Footwear. 1976. 25pp. $0.75 ea. S/N 017-033- 00168-5.

Women's Safety-Toe Footwear. 1976. 24pp. $0.75 ea. S/N 017-033- 00154-3.

CREW BOSS. 117 2 x 2 Slides, Silent, Col. 1977. Sale $73.00

Source: GSA/NAC Title No. 008997/RR

Includes all lesson plans, tests, student exercises, and visual aids needed to conduct a course in supervisory firefighting. Shows skills of supervising, firefighter organization and the role of the crew boss in wildfire suppression. Looseleaf instructor's guide and 8 - 40 page student workbooks are included. The instructor materials consist of 117 2 x 2 slides,

silent, col., title no. 001531/RR at a sale price of $58.50. The student materials are 8 printed materials for use with media, title no. 001534/RR at a sale price $27.00.

INTRODUCTION TO FIRE BEHAVIOR. 31 2 x 2 Slides, Silent, Col. 1977. Sale $57.50

Source: GSA/NAC Title No. 008999/RR

Shows all lesson plans and visual aids for entry-level fire behavior training. Includes practical training exercises and is a prerequisite course for firefighting. Includes looseleaf instructor's guide and 10 - 73 page student workbooks. Also available separately:

Introduction To Fire Behavior - Instructor Materials. 31 2 x 2 Slides, Silent, Col. 1977. Title No. 001539/RR. Sale $34.50. Looseleaf instructor's guide included.

Introduction To Fire Behavior - Student Materials. 1977. Title No. 001540/RR. Sale $28.50. Includes 10 - 73 page student workbooks to be used with the USFS' Introduction to Fire Behavior Course.

LEARNING FIRE WEATHER. 14 2 x 2 Slides, Silent, Col. 1977. Sale $42.00

Source: GSA/NAC Title No. 001956/RR

Shows how to develop an understanding of meteorological conditions which contribute to forest fires. Intended for use by fire fighter trainees. 25 student textbooks included.

THE LEGACY. 28 min., 16 MM Film, Opt. Sd., Col. 1975. Sale $162.50

Source: GSA/NAC Title No. 009640/RR

Explains the Total Systems approach to fire safety and building protection. Focuses on GSA's first high-rise structure to include a total fire safety system. The Seattle Federal Building shows a total sprinkler system, 2-way voice communications, voice altering systems, smoke detection equipment, automatic elevator recall and a computer system. Also shows how all elements are visually brought together with the human element.

ORGANIZING FOR FIRE SUPPRESSION. 104 2 x 2 Slides, Silent, Col. 1977. $86.00

Source: GSA/NAC Title No. 000002/RR

Gives a basic introduction to wild fire organization and management for all fire suppression personnel. Discusses fire suppression policy, overhead duties and responsibilities, calculation of probability, tactical and strategic principles, safety and business management. Includes instructor's guide and 25 sets of student materials. Also available separately:

Organizing For Fire Suppression - Instructor Material. 104 2 x 2 Slides, Silent, Col. 1977. Title No. 001492/RR. Sale $47.00. Looseleaf instructor's guide included.

Organizing For Fire Suppression - Student Materials. 1977. Title No. 001504/RR. Sale $58.50. 25 sets of student materials included.

POWER SAWS. 206 2 2 Slides, Audiocassette, Col. 1977. Sale $122.50

Source: GSA/NAC Title No. 008797/RR

Trains both fire and nonfire personnel in the safety efficient operation and field maintenance of the chain saw. Course performance objectives are based on the performance requirements of a chain saw operation in forest fuels and mountainous topography. The objectives, however, can be adjusted by the agency to meet those standards required in the types of fuel and topography in which the operator will be required to work. Includes 5 audiocassettes, 2-Track, Mono, with inaudible advance signals only, and 1 - 163 page looseleaf instructor's guide and 26 - 73 page student workbooks. Also available separately:

Power Saws - Instructor Materials. 206 - 2 x 2 Slides, Audiocassette, Col. 1977. Title No. 008798/RR. Sale $105.00. Includes 5 audio- cassettes, 2-Track, Mono, with inaudible advance signal only. 1 - 63 page looseleaf instructor's guide included.

Power Saws - Student Materials. 1977. Title No. 008799/RR. Sale $22.00. Includes 25 of the 73-page student workbooks.

TEN STANDARD FIRE FIGHTING ORDERS. 11 2 x 2 Slides, Silent, Col. 1977. Sale $73.00

Source: GSA/NAC Title No. 001976/RR

Trains firefighters how to know and apply the ten standard orders to fire situations. 25 student textbooks included.

EMERGENCY ACTION GUIDE FOR SELECTED HAZARDOUS MATERIALS. Booklet. Department of Transportation, Research and Special Programs Administration and National Highway Traffic Safety Administration. Government Printing Office. 1978. 75pp.

Source: GPO S/N 050-003-00342-5

This guide was prepared to help emergency service personnel during the first 30 minutes of an incident involving a spill of a volatile, toxic, gaseous and/or flammable material that is shipped in bulk. General and specific safety procedures to follow are provided in spill guides arranged alphabetically by hazardous material.

SMOKE DETECTOR PUBLIC EDUCATION MANUALS. Department of Commerce. 1977.

Source: GPO

The following five publications help local fire prevention groups develop programs to increase community awareness of the benefits and use of smoke detectors. Included in the series are:

Smoke Detector Resource Catalog. 39pp. $1.70 ea. S/N 003-000- 00524-1. A fact sheet on smoke detectors, guides to finding smoke detector materials, case histories of successful programs and evaluation techniques.

Smoke Detectors: Moving The Public. 30pp. $1.40 ea. S/N 003-000- 00523-2. Suggests ways to involve community organizations and the media in supporting smoke detector programs.

Smoke Detector Technology. 21pp. ill. $1.10 ea. S/N 003-000- 00526-7. A detailed description of smoke detector operation, selection, installation, and maintenance.

Smoke Detectors and Legislation. 60pp. $1.60 ea. S/N 003-000- 00527-5. An in-depth review of the current status of state and local smoke detector legislation.

Smoke Detector Training. 43pp. ill. $1.60 ea. S/N 003-000-00529-1. A suggested curriculum for training members of the fire prevention community to present smoke detector education to the public.

FIRE SAFETY TRAINING WORKBOOK. Department of Commerce. 1978. 34pp. $1.40 ea.

Source: GPO S/N 003-000-00534-8

The workbook was developed as a teaching aid for a course in household fire safety. Contains lesson plans and questions following each section.

FIRE SERVICE PHYSICAL FITNESS PROGRAMS. Department of Commerce. 1977. 43pp. $2.20 ea.

Source: GPO S/N 003-000-00538-1

The report of a study to examine the state of physical fitness programs in the nation's fire service. The successful and unsuccessful programs are analyzed to identify the techniques that appear to contribute to a successful physical fitness program. In addition, the degree of interest in physical fitness in the fire service is assessed.

DEVELOPMENT OF A JOB-RELATED PHYSICAL PERFORMANCE EXAMINATION FOR FIREFIGHTERS. Department of Commerce. 1978. 70pp. ill. $2.40 ea.

Source: GPO S/N 003-000-00541-1

A series of tests was developed to predict the probability of a candidate's successful and efficient performance as a firefighter and to determine the relationship between firefighting ability and selected physical characteristics. These tests were performed on professional firefighters from metropolitan Washington, D.C. and the results are presented in this report.

LAW ENFORCEMENT

LAW ENFORCEMENT TECHNOLOGY, A SUGGESTED TWO-YEAR POST HIGH SCHOOL CURRICULUM. Department of Health, Education, and Welfare, Office of Education. 1975. 153pp. ill. $2.30 ea.

Source: GPO S/N 017-080-01402-5

EMPLOYING CIVILIANS FOR POLICE WORK. Department of Justice. 1975. 57pp. ill. $1.65 ea.

Source: GPO S/N 027-000-00341-9

WOMEN ON PATROL: A PILOT STUDY OF POLICE PERFORMANCE IN NEW YORK CITY. Department of Justice. 1978. 80pp. ill. $2.75 ea.

Source: GPO S/N 027-000-00631-1

Compares patrol performance of 41 female police officers to that of 41 male police officers in New York City in 1975/1976. Males and females were matched by length of time on force, patrol experience, and type of precinct. The principle research method involved direct observation by police and civilian personnel.

NATIONAL MANPOWER SURVEY OF THE CRIMINAL JUSTICE SYSTEM. Department of Justice. 1978.

Source: GPO

The Criminal Justice System is vital to the Nation but beset with manpower problems. The National Manpower Survey begun in 1974 and completed in 1977, is one of the most recent attempts to help alleviate these problems. The following six volumes present the results of the study.

Volume One, Summary Report. 151pp. $3.50 ea. S/N 027-000-00650-7.

Volume Two, Law Enforcement. 48pp. $2.30 ea. S/N 027-000-00660-4.

Volume Three, Corrections. 146pp. ill. $3.50 ea. S/N 027-000- 00661-2.

Volume Four, Courts. 87pp. $2.75 ea. S/N 027-000-00662-1.

Volume Five, Criminal Justice Education And Training. 578pp. $7.00 ea. S/N 027-000-00663-9.

Volume Six, Criminal Justice Manpower Planning. 381pp. $5.75 ea. S/N 027-000-00664-7.

Executive Summary To The Above. 19pp. $1.10 ea. S/N 027-000-00642-6.

DWI LAW ENFORCEMENT TRAINING COURSE. Multimedia Kit. 1975. Sale $1,255.00

Source: GSA/NAC Title No. 009404/RR

Provides general patrol officers with an effective alcohol enforcement training program. Offers the student-officer pertinent, useful information which will assist him with his daily alcohol-related contact situations. Relates directly to the officer's alcohol enforcement tasks, a top priority element in the highway safety program. Includes eleven 16MM motion picutres, 61 color transparencies and 1 overlay.

MYTHS AND REALITIES ABOUT CRIME. Booklet. Department of Justice. 1978. 52pp. $2.30 ea.

Source: GPO S/N 027-000-00722-8

Myth: Elderly persons make up the most heavily victimized age group in our society. Reality: Rates of victimization are far higher for young individuals than for senior citizens. This and 22 other popular myths and surprising realities, along with supporting data, are presented in this booklet.

DESIGN FOR SAFE NEIGHBORHOODS: THE ENVIRONMENTAL SECURITY PLANNING AND DESIGN PROCESS. Department of Justice. 1979. 83pp. ill. $3.00 ea.

Source: GPO S/N 027-000-00751-1

Describes an urban planning and design process that integrates crime prevention with neighborhood design and urban development.

OPPORTUNITIES IN LAW ENFORCEMENT AND RELATED CAREERS. 6 reels: 5 in.; 3 3/4 IPS.; 2 Track. RM. James D. Stinchcomb. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1975.

Source: LC/NLSBPH MI-BPH (MSL-4409) RM

A comprehensive look at criminal justice jobs at city, county, and state levels; in military and federal agencies; and in court, correction and private security postions. For junior and senior high readers.

HANDBOOK OF EVERYDAY LAW. 3 cassettes: C-90; 15/16 IPS; 4 track. RC. Martin J. Ross and Jeffery S. Ross. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1975.

Source: LC/NLSBPH RC 12286

Practical layman's guide describes one's legal rights and how to protect them. Included are such aspects of law as consumer protection, tax's, women's rights, contracts, wills, real estate, trusts, and criminal law.

CAREERS IN CRIMINAL JUSTICE. Booklet. Department of Justice, Law Enforcement Assistance Administration. Government Printing Office. 1979. 13pp. Free

Source: GPO DOJ/LEAA

Presents a concise report on the types of criminal justice positions, the required education, educational programs, and student aid.

CRIMINAL JUSTICE AUDIOVISUAL MATERIALS DIRECTORY. Department of Justice, Law Enforcement Assistance Administration. Government Printing Office. 1978. 150pp.

Source: GPO S/N 027-000-00629-0

This directory is designed to be a resource guide to those in the criminal justice field seeking materials for education, training and orientation. It is divided into sections such as Courts, Police Techniques and Training, and Public Education.

POLICE EMPLOYMENT OPPORTUNITIES. Booklet. Department of Labor, Employment and Training Administration. Government Printing Office. 1977. 15pp.

Source: DOL/ETA

Reports on a survey of job opportunities in 2,440 police agencies.

A CAREER AS A CORRECTIONAL OFFICER - AN OPPORTUNITY FOR A CHALLENGE. Announcement No. 431. Leaflet. Office of Personnel Management, Staffing Services. 1979.

Source: OPM

TEXTILE PRODUCTION AND MAINTENANCE

TECHNOLOGY AND MANPOWER IN THE TEXTILE INDUSTRY OF THE 1970'S. Department of Labor, Bureau of Labor Statistics. 1975. 64pp. $1.20 ea.

Source: GPO S/N 029-001-01405-8

THE WAY TO SAFETY AND HEALTH FOR TEXTILE FINISHING WORKERS: GOOD PRACTICES FOR EMPLOYEES. Department of Health, Education, and Welfare, Public Health Services. 1977. 30pp. ill. $1.50 ea.

Source: GPO S/N 017-033-00241-0

TRANSPORTATION OPERATION AND MAINTENANCE

MOTOR VEHICLE AND MACHINERY REPAIRS. Pamphlet. Department of Labor, Bureau of Labor Statistics. 1979. 22pp. ill. $0.50 ea.

Source: GPO S/N 029-001-02091-1

ENTERING THE TRUCKING BUSINESS: SOME QUESTIONS AND ANSWERS. Interstate Commerce Commission. 1979. 28pp. ill. $2.00 ea.

Source: GPO S/N 026-000-01143-4

Topics discussed include: learning the trucking business, legal requirements, how to obtain operation authority from the Interstate Commerce Commission, and kinds of operating authority.

WOMEN IN NON-TRADITIONAL AVIATION AND SPACE CAREERS: AN OVERVIEW. Pamphlet. Department of Transportation, Federal Aviation Administration. 1979. 8pp. $1.00 ea.

Source: GPO S/N 050-007-00473-7

COORDINATING TRANSPORTATION FOR THE ELDERLY AND HANDICAPPED, A STATE OF THE ART REPORT: THE INSTITUTE OF PUBLIC ADMINISTRATION. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration, Administration on Aging. 1977. 148pp. ill. $2.75 ea.

Source: GPO S/N 017-062-00110-3

Identifies and examines on-going transportation projects in which coordination and/or consolidation of funds or services have been undertaken.

ENERGY, THE ECONOMY AND MASS TRANSIT. Government Printing Office. 1975. 148pp. ill. $2.00 ea.

Source: GPO S/N 052-003-00132-2

Reviews the relationship of mass transit to energy consumption and to alternative economic conditions. Examines the effect of change in energy prices and supply on transit patronage. Also discusses the potential role of mass transit in stimulating a depressed economy, and how an economy would be affected if mass transit funds were sharply reduced.

TELECOMMUNICATIONS SUBSTITUTABILITY FOR TRAVEL: AN ENERGY CONSERVATION POTENTIAL. Department of Commerce. 1975. 96pp. ill. $1.75 ea.

Source: GPO S/N 003-000-00466-0

Ever since the energy crisis of 1973, there has been growing interest in the development of means to conserve some of the energy consumed by transportation. This book discusses whether telecommunications is a viable substitute for the information-handling activities of the transportation industry.

OUTLINE FOR TRAINING OF POWERED INDUSTRIAL TRUCK OPERATORS. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1978. 32pp. ill. $1.50 ea.

Source: GPO S/N 017-033-00322-0

AIR SERVICE MANAGER - AIRPORT FOR TEMPORARY BASES. 8 2 x 2 Slides, Silent, Col. 1977. Sale $78.50

Source: GSA/NAC Title No. 002965/RR

Trains an individual to function as an air service manager - airport for a temporary base of operations. Deals specifically with the planning and coordination required to establish an operation for fixed-wing aircraft to include: responsibilities and duties of the air service manager - airport; the organization structure; common needs and facilities required to conduct an airport operation; safety hazards common to ground operations; sources of regulations; fueling, and administrative function. 1 looseleaf instructor's guide; 12 sets of student material; and 13 student workbooks included. Also available are: Instructor Materials. 8 - 2 x 2 Slides, Silent. Col. Sale $25.00. Title No. 002983/RR. Student Materials. 12 materials, printed for use with Media. Sale $ 32.00. Title No. 003021/RR.

TRANSPORTATION USA. Quarterly Periodical. Department of Transportation, Office of Public Affairs. Government Printing Office. $6.00/year.

Source: GPO Symbol TUSA

Published to inform and stimulate interest and action in improving transportation.

GASOLINE: MORE MILES PER GALLON. Booklet. Department of Transportation, Office of Public and Consumer Affairs. Rev. 1977. 9pp.

Source: GSA/CIC

This booklet is designed to help the consumer understand how gasoline produces power and how to select the proper grade of gasoline. Some practical tips for obtaining better mileage are also included.

GUIDE TO FEDERAL AVIATION ADMINISTRATION PUBLICATIONS. Report No. FAA-APA-PG-2. Department of Transportation, Federal Aviation Administration. Government Printing Office. 1979. 51pp.

Source: DOT/FAA

The FAA publishes numerous documents dealing with a variety of subjects from regulations on aviation safety to career guidance materials designed to enrich aviation curricula and promote interest in aviation careers. Many of these publications are of interest to the general public as well as to the aviation community.

TRAINING PROGRAM FOR OPERATION OF EMERGENCY VEHICLES. Department of Transportation, National Highway Safety Bureau. 1978.

Source: GPO

The following three publications support a five-day instructional curriculum that prepares emergency personnel to operate emergency vehicles, to insure proper maintenance and inspection of such vehicles, to carry out necessary communications activities, and to cope with unexpected situations.

Course Guide. 44pp. $2.30 ea. S/N 050-003-00330-1. Provides guidance to those who will organize and administer the course. Contains a description of the objectives and scope of the course, covers course planning considerations, and details the special requirements of the in-vehicle range exercises. Also supplies guidelines for monitoring and evaluating the course.

Trainee Study Guide. 250pp. ill. $4.75 ea. S/N 050-003-00331-0. The student's workbook, used in class for taking notes, for self- measuring progress through practice and review exercises, and for a reference to the course material in the first few weeks on the job. Unbound, three-hole punch.

Instructor Lesson Plan. 462pp. ill. $7.00 ea. S/N 050-003-00332- 8. Suggests basic teaching methods to the instructor. Includes a listing of course objectives, necessary instructor preparation activities, textual content for the instructor's presentation, practice exercises, and review questions for each of the units of the course. Unbound, three-hole punch.

27 ENERGY FILMS - 16MM COLOR. DOE/OPA-0034. Department of Energy, Office of Public Affairs. Government Printing Office. 1978. 20pp. ill.

Source: DOE/PA

This publication is a selected list of 27 popular energy-related films in 11 categories: coal, conservation, environment, fusion, general, geothermal, history, nuclear, solar, space, and transportation.

OVERVIEW OF URBAN TRANSPORTATION PLANNING, AN. 25 min., 2 x 2 Slides, Audiocassette, Col. 1976. Sale $27.50

Source: GSA/NAC Title No. 008570/PF

Provides the viewer with a basic understanding of the principal issues in transportation planning. Provides incentive for the viewer to want to participate in the development of transportation solutions. Introduces the urban transportation planning process without resorting to technical jargon. Explains tasks involved in the UTP process and shows linkage between tasks. Audience: Technical personnel unfamiliar with transportation planning travel forecasting. Citizens groups, commission members, and others with an interest in an overview of the urban transportation problem and the planning process. 76 Slides, 1 Audiocassette, 2-Track, Mono, with audible and inaudible advance signals. User's guide included.

LOOKING UP TO YOUR AVIATION CAREER. 14 min., 16 MM Film, Opt. Sd., Col. 1979.

Source: GSA/NAC Title No. A01285/PF

Describes the more than 60 different career opportunities which aviation offers for people with different aptitudes, skills, and educational backgrounds. Illustrates how careers in aviation present a wide-ranging opportunity for achievement, challenge, responsibility, and fun. Audience: General Audience. Cleared for TV.

PUT WINGS ON YOUR CAREER. 15 min., 16 MM Film, Opt. Sd., Col. 1978. Sale $87.00

Source: GSA/NAC Title No. A00119/PF

Illustrates the diversity of jobs associated with aviation maintenance both in government and private industry. Outlines the basic technical requirements and points interested people in the right direction for more specific career information. Audience: Secondary schools, vocational schools, high schools, and junior highs. Cleared for TV.

SOME THOUGHTS ON WINTER FLYING. 21 min., 16 MM Film, Opt. Sd., Col. 1975. Sale $121.75

Source: GSA/NAC Title No. 009561/PF

Presents experienced Alaskan bush pilots, North Slopes air taxi operators, and private pilots talking about the hazards and safety precautions associated with cold weather flying. Shows proper winter preflighting, airframe icing, engineering laboratory technician operations, ski flying, survival gear, fueling, and the whiteout conditions. Cleared for non-sponsored TV.

RECYCLED ASPHALT CONCRETE - BY RMI SYSTEMS. 17 min., 16MM Film, Opt. Sd., Col. 1975. Sale $98.50

Source: GSA/NAC Title No. 009708/PF

Documents the experimental reconstruction of a 1-mile section of interstate highway in Nevada where the 4-inch deteriorated asphalt pavement was recycled. Shows how to break up old pavement, haul to crusher, crush, heat, and mix in flue-filled rotating dryer, add additional asphalt and softening agent, haul back to original site, and place with conventional equipment. Discusses the benefits of energy conservation. Benefits are energy savings, work performed on job site within right-of-way, low emissions, conserving natural resources, and correction of original base deficiencies and less cost.

EMPLOYMENT REQUIREMENTS OF MASS TRANSIT. BLS Bulletin 1989. ETA R & D Monograph 58. Department of Labor, Bureau of Labor Statistics and Employment and Training Administration. 1978. 44pp. $2.30 ea.

Source: GPO S/N 029-001-02211-5

The Bureau of Labor Statistics, as part of its research on the employment requirements of Federal Programs, reviewed Federal aid for mass transit and selected the Massachusetts Bay Transportation Authority for a case study.

COLLECTIVE BARGAINING IN THE MOTOR VEHICLE AND EQUIPMENT INDUSTRY. Report 574. Booklet. Department of Labor, Bureau of Labor Statistics. 1979. 14pp.

Source: DOL/BLS

Describes recent developments, the collective bargaining setting, and work stoppages in the motor vehicle industry.

UPHOLSTERY, PLASTICS AND LEATHER PROGRAMS

GOOD PRACTICES FOR TANNERY WORKERS. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1976. 22pp. ill. $0.45 ea.

Source: GPO S/N 017-033-00132-4

Illustrates healthful work techniques and describes possible hazardous conditions.

CLEAN WATER AND THE RUBBER PROCESSING INDUSTRY. Booklet. Environmental Protection Agency, Office of Public Affairs. 1977. 16pp. Free.

Source: EPA/PIC

This booklet is about the rubber processing industry and water pollution.

MEATCUTTING

PORK SLAUGHTERING, CUTTING, PRESERVING, AND COOKING ON THE FARM. Department of Agriculture. 1978. 65pp. ill. $2.10 ea.

Source: GPO S/N 001-000-03791-9

USDA YIELD GRADES FOR BEEF. Marketing Bulletin No. 45. Booklet. Department of Agriculture, Food Safety and Quality Service. Government Printing Office. 1978. 19pp. ill. $0.90 ea.

Source: GPO S/N 001-000-03800-1. Also available from USDA/GPA.

This booklet explains how yield grades can be of value to everybody (from producer to consumer) concerned with beef.

VOCATIONAL EDUCATION

DEVELOPMENT OF INDIVIDUALIZED EDUCATION PROGRAMS (IEP) FOR THE HANDICAPPED IN VOCATIONAL EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1979. 60pp. $2.40 ea.

Source: GPO S/N 017-080-01954-0

Addresses the specifics of the laws, provides an analysis of literature sources relating to the development and implementation of the IEP in vocational education, and discusses the implications of the findings for vocational education at state and local levels.

LEAST RESTRICTIVE ALTERNATIVE FOR HANDICAPPED STUDENTS. Department of Health, Education, and Welfare, Office of Education. 1979. 40pp. $1.80 ea.

Source: GPO S/N 017-080-01953-1

Describes the least restrictive alternative to the vocational education of people with handicaps.

OCCUPATIONAL SAFETY AND HEALTH IN VOCATIONAL EDUCATION: A GUIDE FOR ADMINISTRATORS, FACULTY, AND STAFF. Guidebook. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1979. 184pp. ill. $4.25 ea.

Source: GPO S/N 017-033-00347-5

INTRODUCTION TO THE VOCATIONAL REHABILITATION PROCESS: A TRAINING MANUAL. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration. 1976. 201pp. ill. $3.30 ea.

Source: GPO S/N 017-061-00021-6

OUTDOOR CLASSROOMS ON SCHOOL SITES. Department of Agriculture. 1976. 22pp. ill. $0.50 ea.

Source: GPO S/N 001-000-01458-7

This book gives information on developing an outdoor classroom and includes many photographs illustrating ideas for students in outdoor classrooms. It contains many ideas that will be of special interest to teachers and school administrators.

DECISION POINTS IN DEVELOPING NEW PRODUCTS. Small Business Administration. 1976. 64pp. ill. $1.50 ea.

Source: GPO S/N 045-000-00146-6

IMPROVING OCCUPATIONAL PROGRAMS FOR THE HANDICAPPED. Department of Health, Education, and Welfare, Office of Education. 1976. 227pp. ill. $2.85 ea.

Source: GPO S/N 017-080-01637-1

Discusses practical methods for helping the handicapped gain employment. Advice is provided on: designing and setting up an education/training program; reaching and selecting students; preparing for specific skill training, vocational training, and supportive and social services; and transition to the work world, job placement, and follow-up. Includes a program evaluation checklist, a variety of program abstracts, and a sampling of case studies.

CAREER EDUCATION AND VOCATIONAL EDUCATION, SIMILARITIES AND CONTRASTS. Department of Health, Education, and Welfare, Office of Education. 1977. 19pp. $1.10 ea.

Source: GPO S/N 017-080-01742-3

OCCUPATIONAL TRAINING IN SELECTED METALWORKING INDUSTRIES, 1974: A REPORT ON A SURVEY OF SELECTED OCCUPATIONS. Department of Labor, Bureau of Labor Statistics. 52pp. ill. $2.20 ea.

Source: GPO S/N 029-001-02127-5

ON-THE-JOB TRAINING: CETA PROGRAM MODELS. Department of Labor. Revised 1978. 39pp. ill. $1.80 ea.

Source: GPO S/N 029-000-00334-3

VOCATIONAL/TECHNICAL: A SELECT LIST OF U. S. GOVERNMENT PRODUCED AUDIOVISUAL MATERIALS - 1978/79. Catalog. General Services Administration, National Audiovisual Center. 1979. 56pp.

Source: GSA/NAC

This catalog features a select list of available materials from the National Audiovisual Center on vocational and technical instruction and training. Includes order/purchase forms.

VOCATIONAL EDUCATION AND TRAINING FOR THE NON-HANDICAPPED: A BIBLIOGRAPHY WITH ABSTRACTS. A. Young. National Technical Information Service. 1978. 194pp. $28.00 ea.

Source: NTIS NTIS/PS-78/0315

Included are evaluations of technical schools or curricula. The evaluations are developed from the standpoint of both the industry's and the individual's needs. The reports abstracted cover programs aimed at the hardcore unemployed and the socially and economically disadvantaged.

BIBLIOGRAPHY OF SECONDARY MATERIALS FOR TEACHING HANDICAPPED STUDENTS. President's Committee on Employment of the Handicapped. 1979. Approx. 30pp.

Source: PCEH

Contains titles of materials dealing with the delivery of special educations, vocational educations, and industrial arts services to the handicapped.

DOZENS OF WAYS TO MAKE MONEY. 1 Cassette: C-90; 15/16 IPS.; 4 Track. RC. Yvonne Michie Horn. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1977.

Source: LC/NLSBPH RC 12292

A clever guide to money-making ventures; includes tips on becoming one's own boss, advertising, initial supplies, and methods of operation. For junior and senior high readers.

NEW OUTLOOKS FOR VOCATIONAL EDUCATION. T. H. Bell. Department of Health, Education, and Welfare, Office of Education. 1976. 9pp.

Source: HEW/OE

PLANNING AND CONDUCTING A PROGRAM OF INSTRUCTION IN VOCATIONAL AGRICULTURE FOR YOUNG FARMERS: SUGGESTIONS FOR TEACHERS AND SCHOOL ADMINISTRATORS IN DEVELOPING EDUCATIONAL PROGRAMS FOR OUT-OF-SCHOOL YOUNG FARMERS. Department of Health, Education, and Welfare, Office of Education. 1978. 81pp.

Source: HEW/OE

WOMEN IN VOCATIONAL EDUCATION. Evelyn R. Kay. Department of Health, Education, and Welfare, Education Division. 1978. 9pp. $0.90 ea.

Source: GPO S/N 017-080-01895-1

STEPS TOWARD SEX EQUITY IN VOCATIONAL EDUCATION: AN INSERVICE TRAINING DESIGN. Joyce Kaser, Martha Matthews, and Shirley McCune. Department of Health, Education, and Welfare, Office of Education. 1978. 235pp. $4.50 ea.

Source: HEW/OE

ENERGY-RELATED ACTIVITIES IN TWO-YEAR POST-SECONDARY VOCATIONAL TECHNICAL INSTITUTIONS: A REPRESENTATIVE SAMPLING BY STATE. DOE/IR 0050. Mayme R. Crowell. Department of Energy, Office of Education, Business and Labor Affairs. 1978. 87pp.

Source: DOE/IIR

This report describes the procedures and findings of a peer-to-peer telephone information exchange between the Education Programs Division and various vocational-technical schools throughout the U. S. The purpose of the study was to assess the state of the art of energy education activities within 2-year post-secondary education institutions.

PUT WINGS ON YOUR CAREER. 15 min., 16 MM Film, Opt. Sd., Col. 1978. Sale $87.00

Source: GSA/NAC Title No. A00119/PF

Illustrates the diversity of jobs associated with aviation maintenance both in government and private industry. Outlines the basic technical requirements and points interested people in the right direction for more specific career information. Audience: Secondary schools, vocational schools, high schools, and junior highs. Cleared for TV.

ERIC, IT'S THAT EASY. 15 min., 3/4 in. Videocassette, Col. 1978. Sale $50.00

Source: GSA/NAC Title No. A01306

Tells what the Eric System is, and how it is useful to research efforts. Audience: Educational and library. Other Format(s) or Version(s): 15 min., 1 in. Videotape, Col. 1978. Title No. A01977/PF. Sale $80.00.

EMPLOYMENT AND TRAINING ADMINISTRATION PUBLICATIONS AVAILABLE FROM DEPARTMENT OF LABOR WAREHOUSE. Catalog. Department of Labor, Employment and Training Administration. 1978. 19pp.

Source: DOL/ETA

JOBS FOR WHICH YOU CAN QUALIFY IF YOU'RE NOT A HIGH SCHOOL GRADUATE. Pamphlet. Department of Labor, Bureau of Labor Statistics. Government Printing Office. 1979. Approx. 20pp. $1.75 ea.

Source: GPO S/N 029-001-02449-5

Contains a list of occupations for which a high school diploma is not required; highlights the job qualifications and employment outlook for each.

MATCHING PERSONAL AND JOB CHARACTERISTICS. Booklet. Kathy Wilson. Department of Labor, Bureau of Labor Statistics. 13pp. $1.25 ea.

Source: GPO S/N 029-001-02274-3. Also available from DOL/BLS.

A reprint from the Fall 1978 *Occupational Outlook Quarterly*, the U.S. Department of Labor's career guidance magazine. Listed and defined in this booklet are 23 occupational characteristics and requirements which are matched in the chart that follows with 281 occupations chosen from the *1978 - 79 Occupational Outlook Handbook*. This table is designed as an exploratory tool to help you compare personal interests, capacities, abilities, and educational qualifications with characteristics usually associated with an occupation or group of occupations.

MANPOWER MAGAZINE. Monthly Periodical. Department of Labor, Manpower Administration. $15.30/year.

Source: GPO

This is the official journal of the Manpower Administration; past issues have covered topics such as basic education and job training, public service jobs, technical education and careers in industry. Book reviews and lists of publications are usually included.

WORKLIFE. Monthly Periodical. Department of Labor, Employment and Training Administration. $15.30/year.

Source: GPO

This is the official journal of the Employment and Training Administration. Past issues have covered topics such as nontraditional jobs exploration, older workers, CETA, flexitime and union apprenticeships. Book reviews and publications' lists are usually included.

GUIDE FOR OCCUPATIONAL EXPLORATION. Department of Labor, Employment and Training Administration. 1979. 715pp. $11.00 ea.

Source: GPO S/N 029-013-00080-2

The guide has been designed to help meet the need for more information on occupational fields and occupational requirements. The guide is intended for use both by vocational counselors and individuals themselves to assist with career and occupational exploration.

ANNUAL EARNINGS AND EMPLOYMENT PATTERNS OF PRIVATE NONAGRICULTURAL EMPLOYEES, 1973-75. Bulletin 2031. Department of Labor, Bureau of Labor Statistics. 1979. 383pp. $7.50 ea.

Source: GPO S/N 029-001-02386-3

This bulletin presents statistics on annual earnings and employment in the United States in 1973, 1974, and 1975. The Bureau of Labor Statistics developed the data from a 1% random sample of records of the Social Security Administration and the Railroad Retirement Board. The data provide a more accurate picture of annual earnings and employment patterns by industry than is available from any other source. The data are the last available from the Social Security Administration and provide historical continuity with the other published data in the series.

PUTTING AMERICA'S FUTURE TO WORK. Booklet. Department of Labor, Employment and Training Administration. 1979. 20pp.

Source: DOL/ETA

This is the story of young people who are taking their first steps into the labor market, and it is the story of government sponsored employment and training programs that aim to assist and direct them during this difficult learning and adjustment period.

INCOME INEQUALITY AND EMPLOYMENT. R D Monograph 66. Booklet. Department of Labor, Employment and Training Administration. 1978. 60pp.

Source: DOL/ETA

This monograph is a review and analysis of over 50 research and development projects which have dealt with welfare recipients and the low-wage employed. The process by which welfare recipients move into the ranks of the employed, and the extent to which this is accomplished as a result of training programs, are examined.

CARPENTRY: A TRADE WORTH LEARNING THROUGH APPRENTICESHIP. Pamphlet. Department of Labor, Employment and Training Administration.

Source: DOL/ETA

Defines the job of a carpenter and an apprentice. Lists the general qualifications and term of a carpentry apprenticeship. Describes best way to enter an apprenticeship.

TRAINING OPPORTUNITIES IN JOB CORPS. Directory. Department of Labor, Employment and Training Administration. 1979. 48pp.

Source: DOL/ETA

This directory provides a list of vocational courses offered at 103 Job Corps centers located in 42 states, the District of Columbia, and Puerto Rico. Job Corps provides intensive training, work experience, and counseling on a residential or nonresidential basis. These facilities, programs, and the vocational courses listed in this directory, are available for training adults and youth who are out of work or school and who need additional skills to secure and hold meaningful employment.

RESOURCES IN VOCATIONAL EDUCATION. Bi-monthly Periodical. National Center for Research in Vocational Education. $34.00/yr.

Source: NCRVE

Includes abstracts of research, instructional, and other materials in vocational and technical education, and abstracts of funded proposals. The full texts of most documents announced in this publication are available in microfiche or hard copy from ERIC.

A GUIDE TO COORDINATING CETA/VOCATIONAL EDUCATION LEGISLATION AFFECTING DISPLACED HOMEMAKER PROGRAMS. Department of Labor, Women's Bureau. 1979. 38pp.

Source: DOL/WB

INDUSTRY WAGE SURVEY: COMPUTER AND DATA PROCESSING SERVICES, MARCH 1978. Bulletin 2028. Department of Labor, Bureau of Labor Statistics. 1979. 51pp. $2.50 ea.

Source: GPO S/N 029-001-02319-7

This bulletin summarizes the results of a first-time Bureau of Labor Statistics survey of occupational wages and supplementary benefits in the computer and data processing services industries in March 1978.

OCCUPATIONAL TRAINING GUIDE. ET Handbook No. 325. Department of Labor, Employment and Training Administration. 1976. Approx. 100pp.

Source: DOL/ETA

The purpose of this guide is to assist Job Corps instructors in establishing coordinated training programs by providing procedures and guidelines to: analyze vocational curricula so that they reflect training requirements, plan, implement, evaluate and, when necessary, modify the training.

SYNERGIST. Periodical. Action's National Center for Service - Learning. $5.00/year.

Source: GPO. Also available from ACTION.

Three times a year the National Center for Service-Learning publishes *Synergist* a 56 page technical journal for educators who work with programs that integrate course work and community service. *Synergist* aims to demonstrate how service-learning in general, innovative projects and programs in particular, improve the quality of life for the least privileged members of society, and the quality of learning for all students. The 35,000 readers include secondary and post-secondary administrators and teachers as well as those involved in social change activities in the United States and 57 other countries. Indexes for *Synergist* are available for all years of publication as are reprints of selected articles. The *Synergist* and all NCSL resource materials are free. Libraries and profit-making institutions must pay the subscription fee.

JOBS FOR WHICH APPRENTICESHIPS ARE AVAILABLE. Booklet. Department of Labor, Bureau of Labor Statistics. 1976. Approx. 15pp.

Source: DOL/BLS

Lists occupations, qualifications and training, and employment trends to 1985.

JOBS FOR WHICH YOU PROBABLY WILL NEED SOME COLLEGE OR SPECIALIZED TRAINING. Pamphlet. Department of Labor, Bureau of Labor Statistics. 1979. Approx. 20pp. $1.75 ea.

Source: GPO S/N 029-001-02450-9

Presents a list of occupations for which college, technical, or specialized training is required. It highlights the training requirements and employment outlook for each.

NATIONAL APPRENTICESHIP AND TRAINING STANDARDS. Booklet. Department of Labor, Employment and Training Administration. 1978.

Source: DOL/ETA

This is a series of booklets on standards for the following occupations: auto body repair and painting, automotive ma-

chinist, bricklaying, glaziers and glassworkers, lathing, operating engineers, plumbing and steamfitting/pipefitting, truck body and trailer mechanic, and vending machine mechanics. Standards for the Graphic Arts International Union, the American Public Works Association, and the United Auto Workers are also available.

PUBLICATIONS OF THE WOMEN'S BUREAU. Leaflet 10. Department of Labor, Women's Bureau. 1979. 9pp.

Source: DOL/WB

CAREER EDUCATION

CAREERS IN COMMUNICATIONS MEDIA. Guidebook. Department of Health, Education, and Welfare, Office of Education. 1975. 288pp. ill. $5.60 ea.

Source: GPO S/N 017-080-01496-3

Guidelines for instructors organizing courses for career exploration in communications; provides descriptions of various occupations in the communications field and assistance in career planning.

HAVE YOU CONSIDERED A HEALTH CAREER? Department of Health, Education, and Welfare, Public Health Service. 1977. 27pp. $0.55 ea.

Source: GPO S/N 017-022-00524-7

POLICE SELECTION AND CAREER ASSESSMENT. Department of Justice. 1976. 199pp. ill. $4.00 ea.

Source: GPO S/N 027-000-00390-7

PUBLIC SERVICE OCCUPATIONS. Guidebooks. Department of Health, Education, and Welfare, Office of Education. 1975.

Source: GPO

A series of six curriculum guides in public service occupations are available:

- **Administering Public Service Occupations, An Implementation Guide.** 176pp. $2.95 ea. S/N 017-080-01447-5.
- **Exploration Of Public Service Occupations, An Implementation Guide.** 296pp. $3.70 ea. S/N 017-080-01432-7.
- **Preparing For Public Service Occupations, Common Core, Curriculum Guide.** 214pp. $2.90 ea. S/N 017-080-01433-5.
- **Preparing For Public Service Occupations, Educational Service, Curriculum Guide.** 172pp. $3.05 ea. S/N 017-080-01435-1.
- **Preparing For Public Service Occupations, Law Enforcement Services, Curriculum Guide.** 134pp. $2.10 ea. S/N 017-080-01436-0.
- **Preparing For Public Service Occupations, Social Services, Curriculum Guide.** 40pp. $2.20 ea. S/N 017-080-01434-3.

FROM AIDE TO TEACHER, THE STORY OF THE CAREER OPPORTUNITIES PROGRAM. Department of Health, Education, and Welfare, Office of Education. 1977. 28pp. $3.00 ea.

Source: GPO S/N 017-080-01566-8

GUIDANCE NEEDS OF SPECIAL POPULATIONS. Department of Health, Education, and Welfare, Office of Education. 1979. 28pp. $1.50 ea.

Source: GPO S/N 017-080-01969-8

Special needs populations in educational and employment settings include the handicapped, and those who have academic, socio-economic, cultural, or other disadvantages which prevent them from being successful in traditional and regular occupational programs.

JOB PLACEMENT AND ADJUSTMENT OF THE HANDICAPPED: AN ANNOTATED BIBLIOGRAPHY. Department of Health, Education, and Welfare, Office of Education. 1979. 24pp. $1.40 ea.

Source: GPO S/N 017-080-01970-1

This bibliography was produced to assist special educators and vocational educators in obtaining information on the job placement and career adjustment of various handicapped populations.

CAREER CHOICES, WORKING TOWARD A BETTER ENVIRONMENT. Environmental Protection Agency. 1977. 15pp. ill. $0.35 ea.

Source: GPO S/N 055-000-00158-8

ADULT WORK SKILLS AND KNOWLEDGE: SELECTED RESULTS FROM THE FIRST NATIONAL ASSESSMENT OF CAREER AND OCCUPATIONAL DEVELOPMENT. Department of Health, Education, and Welfare, Office of Education. 1976. 70pp. $1.50 ea.

Source: HEW/OE

The findings of a survey examining the work related skills and knowledge of American adults, ages 26-35. The skills assessed are basic to many employment situations and results are analyzed for various groups within the national population.

CAREER DEVELOPMENT NEEDS OF ADULTS: HOW TO IMPROVE CAREER DEVELOPMENT PROGRAMS. Department of Health, Education, and Welfare, Office of Education. 1977. 58pp. ill. $2.10 ea.

Source: GPO S/N 017-080-01787-3

CAREER EDUCATION OF ADULTS. Department of Health, Education, and Welfare, Office of Education. 1977. 73pp. $2.20 ea.

Source: GPO S/N 017-080-01736-9

Condenses current data concerning the disposition of Adult and Continuing Education in the United States. Examines adult participation in career education, summarizes adult learning needs, reviews developments in higher education, and makes several recommendations.

FUTURE FARMERS OF AMERICA AND CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1979. $1.50 ea.

Source: GPO S/N 017-080-01922-1

CAREER EDUCATION TEACHING LEARNING PROCESS. Barbara Preli. Department of Health, Education, and Welfare, Office of Education. 1978. 33pp. ill. $1.50 ea.

Source: GPO S/N 017-080-01849-7

A monograph emphasizing the ways in which career education helps students learn more instructional content.

INTEGRATING CAREER EDUCATION INTO TEACHER PREPARATION, IMPLEMENTATION GUIDE FOR COLLEGE/UNIVERSITY USE. Department of Health, Education, and Welfare, Office of Education. 1976. 130pp. ill. $1.95 ea.

Source: GPO S/N 017-080-01577-3

K - 12 CLASSROOM TEACHERS AND CAREER EDUCATION: THE BEAUTIFUL PEOPLE. Department of Health, Education, and Welfare. Office of Education. 1976. 35pp. $0.90 ea.

Source: GPO S/N 017-080-01537-4

Provides specific examples of career education in the classroom.

TEACHERS AND CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1976. 35pp. $0.70 ea.

Source: GPO S/N 017-080-01618-4

A set of 4 papers discussing the crucial importance of the classroom teacher to career education.

SPEECH PATHOLOGY AND AUDIOLOGY: MANPOWER RESOURCES AND NEEDS. Department of Health, Education, and Welfare, Public Health Service, National Institute of Neurological Disorders and Stroke. 1977. 97pp. ill. $2.40 ea.

Source: GPO S/N 017-049-00085-2

Describes the demographic and professional characteristics of the speech pathology/audiology work force and those students currently in training; identifies current patterns of manpower utilization; estimates the need for additional speech pathologists and audiologists in the area of teaching research and client care through 1985; recommends appropriate goals for meeting the needs of the communicatively handicapped; and suggests means for meeting these goals.

CURRENT STATE OF CAREER EDUCATION AT THE POST-SECONDARY LEVEL. Department of Health, Education, and Welfare, Office of Education. 1977. 115pp. $2.75 ea.

Source: GPO S/N 017-080-01734-2

Presents an overview of how American colleges and universities perceive and practice career education, together with a series of recommendations for further implementation of the career education concept at this level.

TWO STUDIES ON THE ROLE OF BUSINESS AND INDUSTRY AND LABOR PARTICIPATION IN CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1977. 120pp. $2.75 ea.

Source: GPO S/N 017-080-01737-7

RESOURCES IN WOMEN'S EDUCATION EQUITY, NONPRINT MEDIA AND MATERIALS. Department of Health, Education, and Welfare, Office of Education. 1978. 243pp. $4.25 ea.

Source: GPO S/N 017-080-01836-5

Each listing provides a title, author, distributor, format, price, abstract, and source.

WOMEN'S AMERICAN ORT AND CAREER EDUCATION. Pamphlet. Department of Health, Education, and Welfare, Office of Education. 1978. 20pp. $1.50 ea.

Source: GPO S/N 017-080-01904-3

Provides a basic understanding of Women's American ORT (Organization of Rehabilitation Through Training) and outlines ways it can be utilized to further the concept of career education as a collaborative community effort.

ADVANCED GENERAL EDUCATION PROGRAM: HIGH SCHOOL SELF STUDY PROGRAM. Department of Labor. Rev. 1977. 455pp. ill. $40.00 ea.

Source: GPO S/N 029-000-00340-8

This program is designed to help prepare adult students with the information, concepts, and general knowledge needed to pass the American Council on Education's 'Test of General Educational Development' (GED) for high school equivalency certification. The kit consists of 126 booklets and one form; 126 volumes, sold only as a set.

CAREER EDUCATION AND BASIC ACADEMIC ACHIEVEMENT, A DESCRIPTIVE ANALYSIS OF THE RESEARCH. Department of Health, Education, and Welfare, Office of Education. 1977. 143pp. $2.75 ea.

Source: GPO S/N 017-080-01720-2

CAREER EDUCATION AND HUMAN SERVICES Department of Health, Education, and Welfare, Office of Education. 1977. 23pp. $1.30 ea.

Source: GPO S/N 017-080-01741-5

CAREER EDUCATION AND THE BUSINESS-LABOR-INDUSTRY COMMUNITY. Department of Health, Education, and Welfare, Office of Education. 1976. 22pp. $0.45 ea.

Source: GPO S/N 017-080-01613-3

CAREER EDUCATION AND THE COMPREHENSIVE EMPLOYMENT TRAINING ACT. Department of Health, Education, and Welfare, Office of Education. 1978. 56pp. $2.30 ea.

Source: GPO S/N 017-080-01862-4

Traces the role of youth in pre-CETA Manpower Programs and in CETA to 1977, and makes some recommendations for linking career education to current youth employment policies.

CAREER EDUCATION AND VOCATIONAL EDUCATION, SIMILARITIES AND CONTRASTS. Department of Health, Education, and Welfare, Office of Education. 1977. 19pp. $1.10 ea.

Source: GPO S/N 017-080-01742-3

CAREER EDUCATION FOR SPECIAL POPULATIONS. Department of Health, Education, and Welfare, Office of Education. 1976. 21pp. $0.45 ea.

Source: GPO S/N 017-080-01612-5

CAREER EDUCATION IN PUBLIC SCHOOLS, 1974-75: A NATIONAL SURVEY. Department of Health, Education, and Welfare, Office of Education. 1976. 325pp. ill. $4.00 ea.

Source: GPO S/N 017-080-01560-9

CAREER EDUCATION: WHAT PROOF DO WE HAVE THAT IT WORKS? REPORT OF A PANEL SESSION OF THE COMMISSIONER'S NATIONAL CONFERENCE ON CAREER EDUCATION, HOUSTON, TEXAS, NOVEMBER 8, 1976. Department of Health, Education, and Welfare, Office of Education. 1977. 64pp. ill. $2.10 ea.

Source: GPO S/N 017-080-01785-7

CAREER OPPORTUNITIES IN THE ELECTRIC POWER AND GAS UTILITIES INDUSTRIES. Department of Labor. 1978. 136pp. ill. $3.25 ea.

Source: GPO S/N 029-000-00341-6

COMMUNITY RESOURCES FOR CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1976. 30pp. $0.55 ea.

Source: GPO S/N 017-080-01615-0

DEALING WITH FUTURES, CAREER EDUCATION MATERIALS FOR STUDENTS, PARENTS, AND EDUCATORS: A BIBLIOGRAPHY BASED ON THE ACQUISITIONS OF THE EDUCATIONAL MATERIALS CENTER. Department of Health, Education, and Welfare, Office of Education. 1977. 20pp. $1.00 ea.

Source: GPO S/N 017-080-01721-1

HEALTH CAREERS GUIDEBOOK. Department of Labor. Revised 1979. 221pp. ill. $5.25 ea.

Source: GPO S/N 029-000-00343-2

INTRODUCTION TO CAREER EDUCATION: A POLICY PAPER OF THE UNITED STATES OFFICE OF EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1975. 40pp. $1.05 ea.

Source: GPO S/N 017-080-01388-6

KEY RESOURCES IN CAREER EDUCATION: AN ANNOTATED GUIDE. Department of Health, Education, and Welfare, Office of Education. 1976. 408pp. ill. $5.75 ea.

Source: GPO S/N 017-080-01667-2

PRIMER FOR CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1977. 39pp. $1.50 ea.

Source: GPO S/N 017-080-01752-1

REFINING THE CAREER EDUCATION CONCEPT. Department of Health, Education, and Welfare, Office of Education.

Source: GPO

Comprised of two booklets:

Part 1. 1976. 47pp. $0.75 ea. S/N 017-080-01610-9
Part 2. 1977. 32pp. $1.50 ea. S/N 017-080-01739-3

SCHOOL COUNSELOR AND CAREER EDUCATION. Pamphlet. Department of Health, Education, and Welfare, Office of Education. 1976. 27pp. $0.55 ea.

Source: GPO S/N 017-080-01528-5

YEDPA AND CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1978. 42pp. $2.10 ea.

Source: GPO S/N 017-080-01889-6

Outlines the results of two mini-conferences concerning the Youth Employment and Demonstration Projects Act and Career Education.

DOOR TO THE FUTURE: CAREERS FOR WOMEN. Department of the Interior, Office of the Secretary. Government Printing Office. 1978. 58pp. ill.

Source: DOI/PA

This publication illustrates a broad spectrum of careers that are available to women at the Department of the Interior in the sciences, engineering, and other professional areas.

SELECTED U. S. GOVERNMENT AUDIOVISUALS: CAREER EDUCATION. Catalog. General Services Administration, National Audiovisual Center. 1977. Approx. 20pp.

Source: GSA/NAC

This catalog lists audiovisual materials which are available from the National Audiovisual Center. Included are order/purchase forms.

VOCATIONAL/TECHNICAL: A SELECT LIST OF U. S. GOVERNMENT PRODUCED AUDIOVISUAL MATERIALS - 1978/79. Catalog. General Services Administration, National Audiovisual Center. 1979. 56pp.

Source: GSA/NAC

This catalog features a select list of available materials from the National Audiovisual Center on vocational and technical instruction and training. Includes order/purchase forms.

GUIDE TO FEDERAL AVIATION ADMINISTRATION PUBLICATIONS. Report No. FAA-APA-PG-2. Department of Transportation, Federal Aviation Administration. Government Printing Office. 1979. 51pp.

Source: DOT/FAA

The FAA publishes numerous documents dealing with a variety of subjects from regulations on aviation safety to career guidance materials designed to enrich aviation curricula and promote interest in aviation careers. Many of these publications are of interest to the general public as well as to the aviation community.

BIBLIOGRAPHY ON CAREER EDUCATION. Linda Hall and Sidney C. High, Jr. Department of Health, Education, and Welfare, Office of Education. 1979. 68pp. $3.25 ea.

Source: GPO S/N 017-080-02059-9

It is hoped that this bibliography will be useful to persons interested in familiarizing themselves with the career education concept and with some emerging techniques for the implementation of career education programs.

DENTAL ASSISTING - A CAREER ON THE MOVE. HRA78-40. Department of Health, Education, and Welfare, Health Resources Administration. 1978.

Source: HEW/HRA

This publication can be used in recruitment efforts and contains information about careers in dental assisting.

OCCUPATIONAL EDUCATION: ENROLLMENTS AND PROGRAMS IN NONCOLLEGIATE POST-SECONDARY SCHOOLS 1976. Department of Health, Education, and Welfare, Office of Education. 1978. 42pp. $1.70 ea.

Source: GPO S/N 017-080-01884-5

Analyses and appendixed tabular data.

HANDBOOK FOR PROFESSIONAL DEVELOPMENT IN HUMAN SERVICES. Handbook. Department of Health, Education, and Welfare, Office of Education. 1979. 205pp. $4.25 ea.

Source: GPO S/N 017-080-02007-6

Presents curricular modules and professional development units that represent basic tools for the contemporary practices of career education and human services.

CAREERS IN HEALTH: THE PROFESSIONALS GIVE YOU THE INSIDE PICTURE ABOUT THEIR JOBS. 2 cassettes: C-90; 15/16 IPS; 4 Track. RC. Barbara Zimmerman and David B. Smith. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1978.

Source: LC/NLSBPH RC 13525

Dramatic vignettes present the activities, problems, responsibilities, and satisfactions of a wide variety of health occupations. Includes such relatively new occupations as physician's assistant and emergency medical technician. For high school and adult readers.

JOBS IN RECREATION. 1 V. 28 x 28 cm. Handcopied, Grade 2. Br. Walter C. Schatz and Carl M. Tausig. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1977.

Source: LC/NLSBPH BRA 14139

Introduces various careers available in the field of recreation including park ranger, recreation therapist, landscape architect, travel agent, hotel manager, and others.

A PRIMER FOR CAREER EDUCATION. Kenneth B. Hoyt. Department of Health, Education, and Welfare, Office of Education. 1977. 39pp. $1.50 ea.

Source: HEW/OE

SELECTED PUBLICATIONS ON ENERGY. Department of Energy, Office of Legislative Affairs. 1979. 3pp.

Source: DOE/PA

This publication contains a listing of books, pamphlets, curriculum guides, posters, and stickers on energy efficiency for teachers, students and consumers.

DIRECTIONS IN CAREER EDUCATION: QUESTIONS PEOPLE ASK ABOUT EDUCATION AND WORK. Nancy Bridgeford, Marilyn Clarks, and Larry McClure. Department of Health, Education, and Welfare, Educational Resources Information Center. 1977. 288pp.

Source: ERIC

DENTAL ASSISTING: A CAREER ON THE MOVE. Department of Health, Education, and Welfare, Public Health Service. 1978. 7pp. ill.

Source: HEW/PHS

LOOKING UP TO YOUR AVIATION CAREER. 14 min., 16 MM Film, Opt. Sd., Col. 1979.

Source: GSA/NAC Title No. A01285/PF

Describes the more than 60 different career opportunities which aviation offers for people with different aptitudes, skills, and educational backgrounds. Illustrates how careers in aviation present a wide-ranging opportunity for achievement, challenge, responsibility, and fun. Audience: General Audience. Cleared for TV.

PUT WINGS ON YOUR CAREER. 15 min., 16 MM Film, Opt. Sd., Col. 1978. Sale $87.00

Source: GSA/NAC Title No. A00119/PF

Illustrates the diversity of jobs associated with aviation maintenance both in government and private industry. Outlines the basic technical requirements and points interested people in the right direction for more specific career information. Audience: Secondary schools, vocational schools, high schools, and junior highs. Cleared for TV.

CHANCE TO BE, A. 30 min., 3/4 in. Videocassette, Col. 1977. Sale $100.00

Source: GSA/NAC Title No. A00672/PF

Focuses on Career Education Programs for women, minorities, the handicapped, and the gifted and talented. Emphasizes the needs of the programs for these special populations whose options have been limited. Describes four programs: Project Equality of Seattle, WA; Urban Career Education, Philadelphia, PA; The World of Work, Warren, Oh; and The Center for Career Education in the Arts, Providence, RI. Audience: General audience, school administrators, parents, teachers. Cleared for TV. Other Format(s) or Version(s): 30 min., 16 MM Film, Opt. Sd., Col. 1977. Rental $12.50 Sale $174.00. Title No. A00671/PF

EMPLOYMENT AND TRAINING ADMINISTRATION PUBLICATIONS AVAILABLE FROM DEPARTMENT OF LABOR WAREHOUSE. Catalog. Department of Labor, Employment and Training Administration. 1978. 19pp.

Source: DOL/ETA

FROM HOMEMAKING TO MONEYMAKING. Department of Labor, Bureau of Labor Statistics. Government Printing Office. 1978. 15pp.

Source: DOL/BLS

Reprinted from the Winter, 1978 issue of *Occupational Outlook Quarterly.*

MATCHING PERSONAL AND JOB CHARACTERISTICS. Booklet. Kathy Wilson. Department of Labor, Bureau of Labor Statistics. 13pp. $1.25 ea.

Source: GPO S/N 029-001-02274-3. Also available from DOL/BLS.

A reprint from the Fall 1978 *Occupational Outlook Quarterly,* the U.S. Department of Labor's career guidance magazine. Listed and defined in this booklet are 23 occupational characteristics and requirements which are matched in the chart that follows with 281 occupations chosen from the *1978 - 79 Occupational Outlook Handbook.* This table is designed as an exploratory tool to help you compare personal interests, capacities, abilities, and educational qualifications with characteristics usually associated with an occupation or group of occupations.

POLICE EMPLOYMENT OPPORTUNITIES. Booklet. Department of Labor, Employment and Training Administration. Government Printing Office. 1977. 15pp.

Source: DOL/ETA

Reports on a survey of job opportunities in 2,440 police agencies.

MANPOWER MAGAZINE. Monthly Periodical. Department of Labor, Manpower Administration. $15.30/year.

Source: GPO

This is the official journal of the Manpower Administration; past issues have covered topics such as basic education and job training, public service jobs, technical education and careers in industry. Book reviews and lists of publications are usually included.

WORKLIFE. Monthly Periodical. Department of Labor, Employment and Training Administration. $15.30/year.

Source: GPO

This is the official journal of the Employment and Training Administration. Past issues have covered topics such as nontraditional jobs exploration, older workers, CETA, flexitime and union apprenticeships. Book reviews and publications' lists are usually included.

DUAL CAREERS, A LONGITUDINAL STUDY OF THE LABOR MARKET EXPERIENCE OF WOMEN. Manpower R & D Monograph 21. Department of Labor, Manpower Administration.

Source: GPO

This report is composed of the following three volumes:

Volume 1. $3.55 ea.
Volume 2. $2.10 ea.
Volume 3. 1975. 191pp. $2.65 ea. S/N 029-000-00247-9.

In early 1965, the Center for Human Research, under a contract with the Department of Labor, began the planning of longitudinal studies of the labor market experience of four subsets of the U. S. population. The above three volumes focus on the older group of women.

GUIDE FOR OCCUPATIONAL EXPLORATION. Department of Labor, Employment and Training Administration. 1979. 715pp. $11.00 ea.

Source: GPO S/N 029-013-00080-2

The guide has been designed to help meet the need for more information on occupational fields and occupational requirements. The guide is intended for use both by vocational counselors and individuals themselves to assist with career and occupational exploration.

EMPLOYMENT REQUIREMENTS OF MASS TRANSIT. BLS Bulletin 1989. ETA R & D Monograph 58. Department of Labor, Bureau of Labor Statistics and Employment and Training Administration. 1978. 44pp. $2.30 ea.

Source: GPO S/N 029-001-02211-5

The Bureau of Labor Statistics, as part of its research on the employment requirements of Federal Programs, reviewed Federal aid for mass transit and selected the Massachusetts Bay Transportation Authority for a case study.

INCOME INEQUALITY AND EMPLOYMENT. R D Monograph 66. Booklet. Department of Labor, Employment and Training Administration. 1978. 60pp.

Source: DOL/ETA

This monograph is a review and analysis of over 50 research and development projects which have dealt with welfare recipients and the low-wage employed. The process by which welfare recipients move into the ranks of the employed, and the extent to which this is accomplished as a result of training programs, are examined.

EXPLORING CAREERS. Handbook. Department of Labor, Bureau of Labor Statistics. 1979. 550pp. $10.00 ea.

Source: GPO S/N 029-001-02224-7. Also available from DOL/BLS.

A career education resource designed and written for junior high students; older students will find this book useful also. It can be used in classrooms, career resource centers and youth programs and is packaged to facilitate either group or individual use. Titles of individual chapters are: The World of Work and You, Industrial Production Occupations; Office Occupations; Service Occupations; Education Occupations; Sales Occupations; Construction Occupations; Transportation Occupations; Scientific and Technical Occupations; Mechanics and Repairers; Health Occupations; Social Scientists; Social Service Occupations; Performing Arts, Design and Communications Occupations; Agriculture, Forestry, and Fishery Occupations. *Exploring Careers* can be purchased as: A single volume, $10.00 ea.; 15 separate booklets, one for each chapter, $2.00 ea.; a set of 15 booklets, $12.00 set, S/N 029-001-02225-5.

MEMO TO MATURE JOBSEEKERS. Pamphlet. Department of Labor, Employment and Training Administration. Government Printing Office. 1980.

Source: DOL/ETA

Provides suggestions for an effective job search.

A GUIDE TO COORDINATING CETA/VOCATIONAL EDUCATION LEGISLATION AFFECTING DISPLACED HOMEMAKER PROGRAMS. Department of Labor, Women's Bureau. 1979. 38pp.

Source: DOL/WB

PUBLICATIONS OF THE WOMEN'S BUREAU. Leaflet 10. Department of Labor, Women's Bureau. 1979. 9pp.

Source: DOL/WB

A CAREER AS A CORRECTIONAL OFFICER - AN OPPORTUNITY FOR A CHALLENGE. Announcement No. 431. Leaflet. Office of Personnel Management, Staffing Services. 1979.

Source: OPM

INDEX TO INFORMATION. Quarterly Periodical. Office of Personnel Management, Library.

Source: OPM

Provides a complete listing of information available from the Office of Personnel Management.

NATIONAL CENTER FOR SERVICE LEARNING. Information Kit. 1979. $5.00 ea.

Source: GPO S/N 056-000-00021-6

The National Center for Service Learning was founded in 1969 as the National Student Volunteer Program and is part of ACTION, the federal volunteer service agency. The Center provides free training programs, resource materials, and technical assistance to service learning and student volunteer programs in high schools and colleges across the country, and also conducts selected research studies on service learning. Enclosed in this kit is information on the publications and resource materials, training activities, and consultant services developed by the Center.

CAREER PROFILES IN FORESTRY, CONSERVATION, ECOLOGY, ENVIRONMENT MANAGEMENT. Department of Agriculture, Forest Service. 1977. 1977. 13pp. ill. $0.90 ea.

Source: GPO S/N 001-001-00423-5

SYNERGIST. Periodical. Action's National Center for Service - Learning. $5.00/year.

Source: GPO. Also available from ACTION.

Three times a year the National Center for Service-Learning publishes *Synergist* a 56 page technical journal for educators who work with programs that integrate course work

and community service. *Synergist* aims to demonstrate how service-learning in general, innovative projects and programs in particular, improve the quality of life for the least privileged members of society, and the quality of learning for all students. The 35,000 readers include secondary and post-secondary administrators and teachers as well as those involved in social change activities in the United States and 57 other countries. Indexes for *Synergist* are available for all years of publication as are reprints of selected articles. The *Synergist* and all NCSL resource materials are free. Libraries and profit-making institutions must pay the subscription fee.

JOBS FOR WHICH APPRENTICESHIPS ARE AVAILABLE Booklet. Department of Labor, Bureau of Labor Statistics. 1976. Approx. 15pp.

Source: DOL/BLS

Lists occupations, qualifications and training, and employment trends to 1985.

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